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ABSTRACT

This manual in library skills is designed to acquaint college students with the resources, services, and facilities of the California Polytechnic Library and library search strategies. The readings in the handbook support class lectures on the book collection and classification, main collection index, circulation and loan service, limited loan and reserve, periodicals, periodical indexes, periodical abstracts, newspapers and newspaper indexes, reference books and the reference department, interlibrary loan, government documents, learning resources and curriculum department, special collections and archives, search strategy, citing information and using style manuals, and information guides. Glossaries of library terms, symbols, and abbreviations common in library usage are provided. (RAA)

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Basic Library Information
Sources and Strategies:

A Handbook for Library 101
Revised 1980

Compiled By

Paul T. Adalian, Jr.
and
Ilene F. Rockman

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San Luis Obispo
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Acknowledgment is also given to the librarians and their library instruction handbooks from the following universities: University of California at Berkeley, University of California at Santa Barbara, University of California at Davis, San Diego State University, and the University of Maine.

INTRODUCTION

Welcome to Library 101! This handbook in library skills is designed to acquaint you with the facilities and resources of the Cal Poly Library. The skills and knowledge which you acquire in this class will be useful to you throughout your academic career.

It is important that you keep up with assigned readings each week to gain full benefit from the class. Remember that the quarter system goes by very quickly, and that we have only ten weeks to cover all the material.

The handbook is arranged by subject. A Table of Contents provides a broad outline which follows the class lectures. Notice also that there are appendices which contain a glossary of library terms, and a list of common library abbreviations.

With 1.8 million items in the Cal Poly Library, we hope that this handbook will help you to successfully locate the material that you need. Your comments about future revisions will be welcomed by the compilers.

Paul T. Adalian, Jr.

Ilene F. Rockman

THE BOOK COLLECTION & CLASSIFICATION

The Main Book Collection

The Cal Poly Library contains close to 400,000 books in the main collection. These books have been selected by both librarians and faculty members to meet the study and research needs of all students. The main collection has books on every subject taught in the curriculum as well as in other areas.

In addition to having books on a variety of subjects the Library also has a great many types of books in the main collection. Most subject areas of the main collection contain the following types of books and materials:

1. Introductory books to a subject
2. Specialized and in-depth books on a subject
3. Conference proceedings and reports on a subject
4. Annual reviews covering the latest research and progress in a subject area
5. Bibliographies listing books, articles, and other materials on a subject
6. Biographical materials on people within a subject.

Classification

The books in the main collection are organized and arranged by subject following the Library of Congress classification system. Each book has a Library of Congress call number. Since call numbers are based on the subject of a book, books are generally located next to other books on the same topic.

The Library of Congress Classification uses the letters of the alphabet to organize publications into subject categories.

Summary of Library of Congress Classification

A GENERAL WORKS

B PHILOSOPHY, RELIGION

BC Logic
BD Philosophy
BF Psychology
BL Religions, Mythology
BM Judaism
BR Christianity
BS Bible

C HISTORY, AUXILIARY SCIENCES

CB History of Civilization
CS Geneology - Spelling
CT Biography

D HISTORY (EXCEPT AMERICAN)

E,F AMERICAS (Northern and Southern)

G GEOGRAPHY, ANTHROPOLOGY, RECREATION

GA Mathematical & Astronomical Geography
GG Physical Geography
GN Anthropology
GV Recreation

H SOCIAL SCIENCES

HA Statistics
HB Economic Theory
HC Economic History
HD Land, Agriculture, Industry
HE Transportation & Communication
HF Commerce
HG Finance
HJ Public Finance
HM Sociology
HN Social History & Social Reform
HQ Family, Marriage, Women
HX Communism, Socialism, Anarchism

J POLITICAL SCIENCE

K LAW

L EDUCATION

LA History of Education
LB Theory and Practice of Education
LC Special Education
LD-LT Universities and Colleges

M MUSIC

N FINE ARTS

NA Architecture
NB Sculpture & Related Arts
NC Graphic Arts in General
ND Painting
NK Applied Art

P LANGUAGE AND LITERATURE

Q SCIENCE

QA Mathematics
QB Astronomy
QC Physics
QD Chemistry
QE Geology
QH Natural History
QK Botany
QL Zoology
QM Human Anatomy
QP Physiology
QR Microbiology

R MEDICINE

S AGRICULTURE, PLANT & ANIMAL

SB Plant Culture
SD Forestry
SF Animal Culture
SH Aquaculture and Fishing

T TECHNOLOGY

TA Engineering (General)
TC Hydraulic Engineering
TD Environmental Technology
TE Highway Engineering
TF Railroad Engineering
TG Bridge Engineering
TH Building Construction
TJ Mechanical Engineering
TK Electrical Engineering
TL Motor Vehicles
TN Mining Engineering
TP Chemical Engineering
TR Photography
TS Manufacturers
TT Handicrafts
TX Home Economics

U MILITARY SCIENCE

V NAVAL SCIENCE

Z BIBLIOGRAPHY, LIBRARY SCIENCES

In addition to the Library of Congress letters, call numbers also include numbering and further lettering making the total call number for each book a specific and unique number. No two books in the Library have the same call number. Below is an example of a typical Library of Congress number found on the spine of each book in the main collection:

HM	Sociology
281	Social psychology
S8	Author number

Arrangement of Books on the Shelves

Library of Congress call numbers are shelved in alphabetical order by letter(s) on the first line,

S	SB	SB	SD	SF	T	TL	TR

then in order by the number on the second line,

S	SB	SB	SD	SF	T	TL	TR
677	368	368	428	1051	1029	4050	15

then in order by the letter on the third line,

S	SB	SB	SD	SF	T	TL	TR
677	368	368	428	1051	1029	4050	15
S	S	T	G	B	A	C	F

then in order by decimal on the third line after the letter,

S	SB	SB	SD	SF	T	TL	TR
677	368	368	428	1051	1029	4050	15
S6	S275	S37	G6	B6	A23	C66	F578

In this example S37 comes after S275 because .37 is larger than .275.

Alphabetical Order	SB
Numberical Order	402
Alphabetical & Decimal	S38

Many Library of Congress call numbers have more than three lines as shown on the example above.

The year of the book may be included in the call number,

S	S	S
403	403	403
A3	A3	A3
1977	1978	1979

Double author numbers may be included,

SB	SB	SB
556	556	556
S6C61	S6C7	S6C8

THE BOOK COLLECTION & CLASSIFICATION

Stacks Directory

Books and Periodicals are located in the main collection according to the plan below.

A - G	2nd floor
H - P	3rd floor
Q - S	4th floor
T - Z	5th floor

Location Symbols

Some books are assigned to locations in the library system (usually to the reference collection or a special collection) to which their call numbers ordinarily would not take them. These specially located items have their location stamped or typed directly above the call numbers on the collection index card.

Location Symbols and Their Meanings

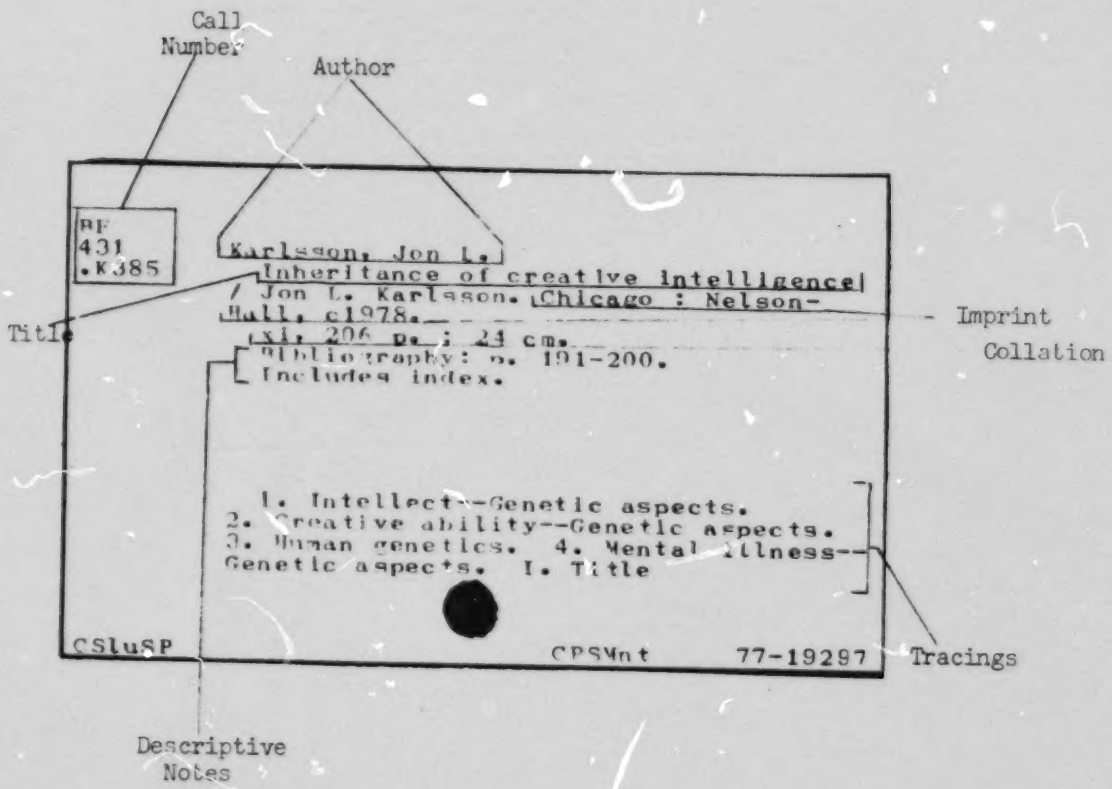
"Master's Thesis" - located in Special Collections & Archives, 4th floor and in the Main Stacks.
"Microfiche" - located in Microform Room.
"Microfilm" - located in Microform Room.
"Per" - periodicals housed in main collection.
"Per AI" - located in Reference Department, 1st floor.
"Precat" - located at the beginning of each subject class in the Main Stacks.
"Ref" - located in the Reference Collection, 1st floor.
"Spec. Coll." - located in Special Collections & Archives, 4th floor.
"XX" or Oversize - (oversize books), located at the end of each subject class in the Main Stacks.

THE MAIN COLLECTION INDEX

The Collection Index is the main index to the Library's collection; books, magazines, newspapers, microforms, and other materials are mostly represented by one or more cards in the Collection Index usually by author, title, and subject(s). It is not only a record of the materials in the collection but also a location tool as it indicates where each individual item is found in the Library.

The Collection Index is divided into two parts--the Author-Title Index and the Subject Index. In both indexes all cards are filed alphabetically.

Below is a sample Collection Index card:



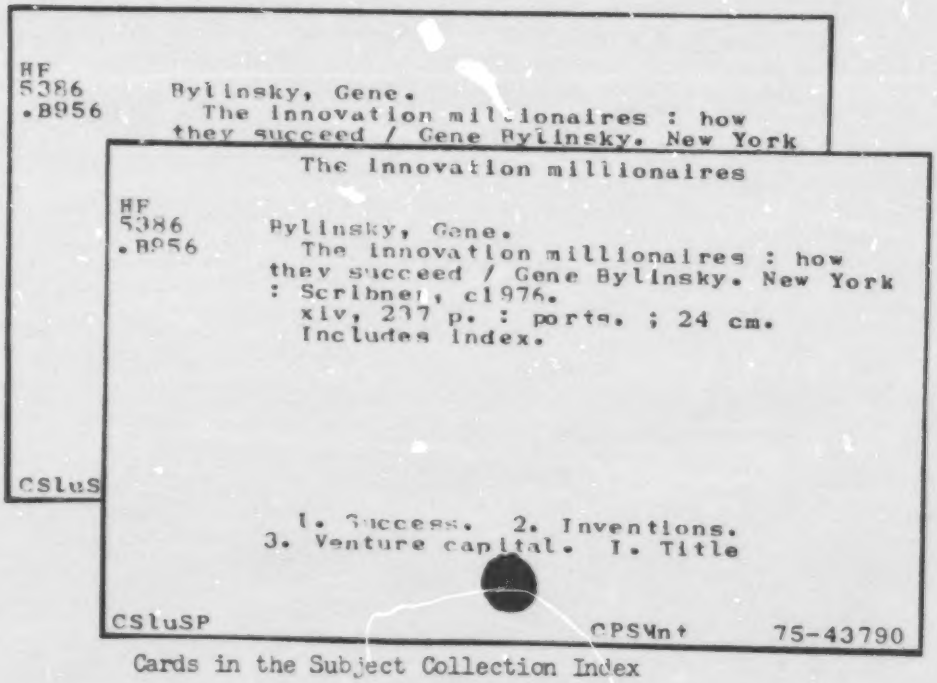
In addition to the author's name, there is other information on a catalog card:

Title	is the name of the book
Call Number	identifies the location of the book in the library
Imprint	lists the place of publication, name of the publisher, and date of publication
Collation	describes the physical characteristics of a book: number of pages, important illustrative material, and the size
Notes	gives additional information helpful to a researcher; may indicate the presence of a bibliography, or an index, or some other special characteristic of the book. The note(s) may help you judge the usefulness of a book before going to the shelf.
Subject tracings	list the subject headings in the subject catalog where cards for a book are filed. Use them to find other books on the same subject.

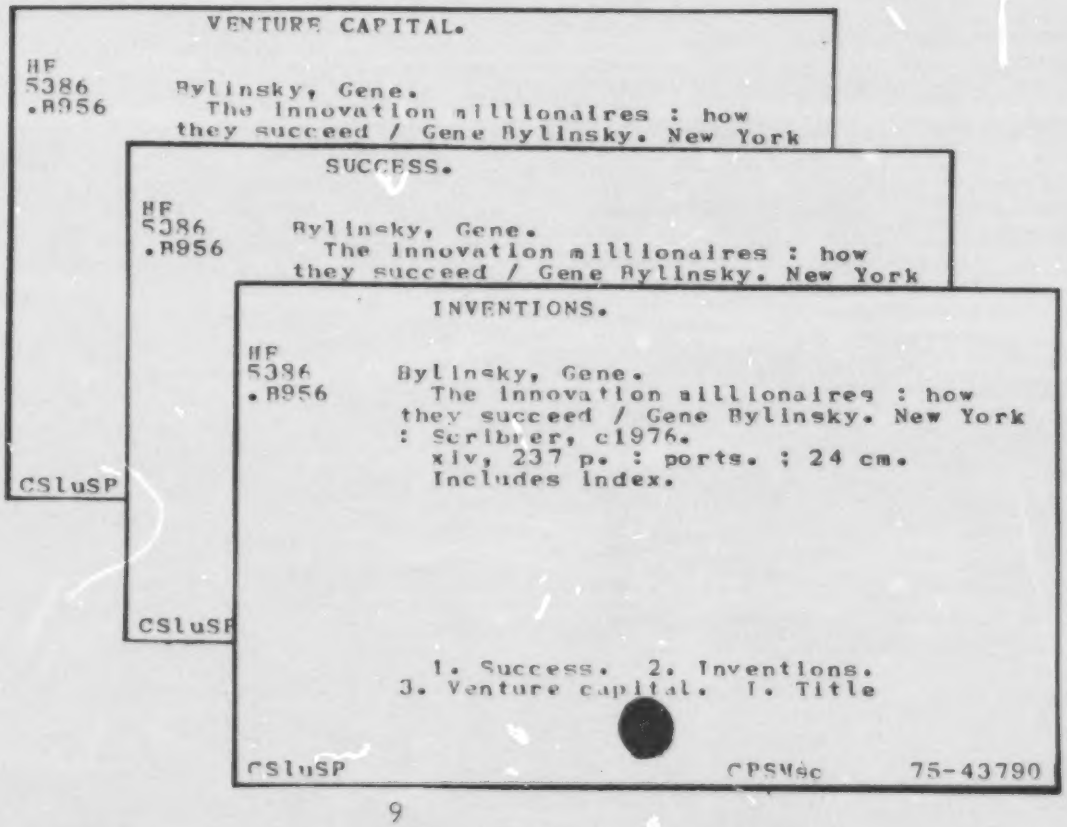
THE MAIN COLLECTION INDEX

A complete card set representing one title in the Collection Index.

Cards in the Author-Title Collection Index

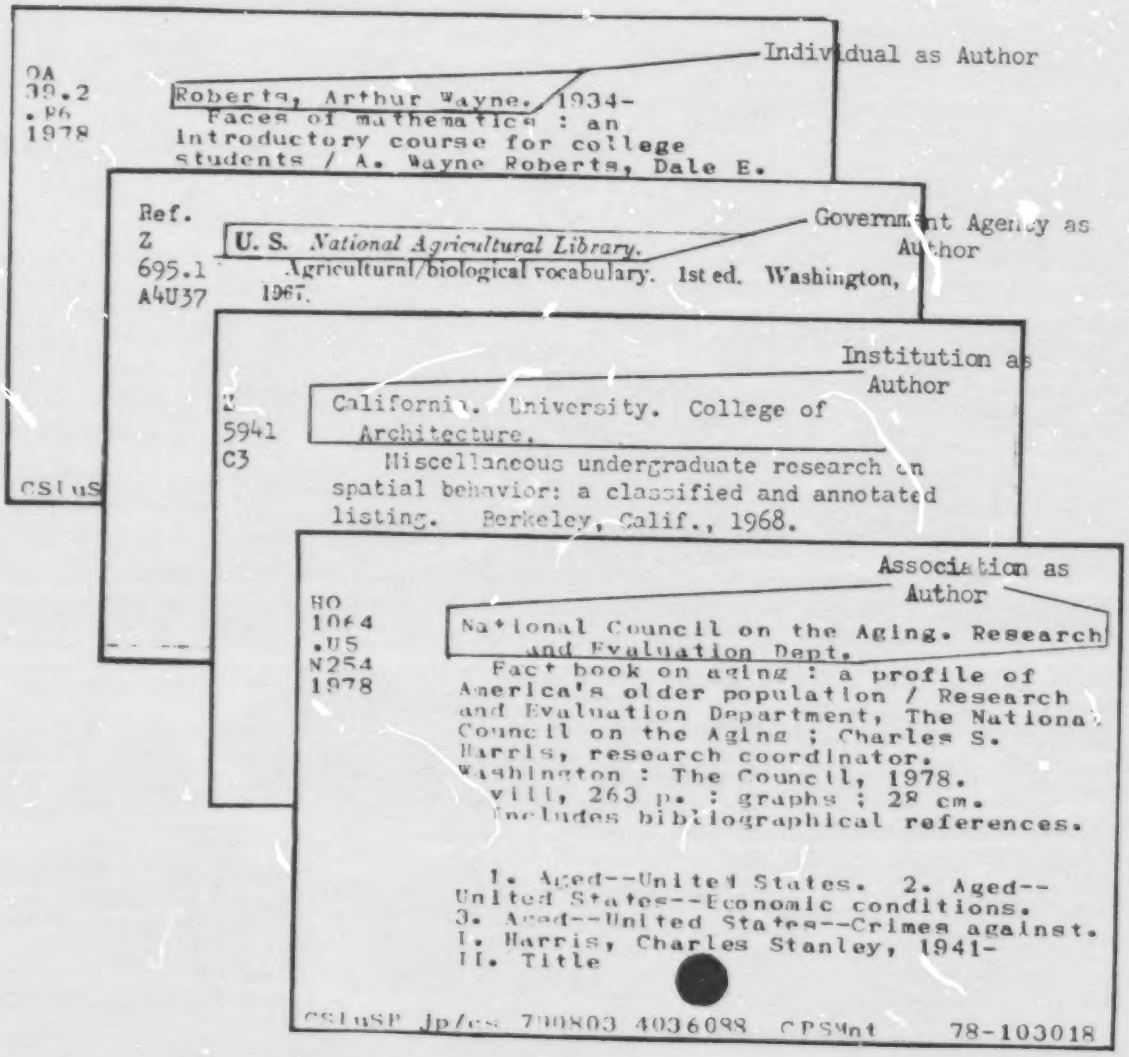


Cards in the Subject Collection Index



AUTHOR-TITLE COLLECTION INDEX

This index lists all materials by authors, editors, composers, etc. and under title. Authors are usually individuals but may be associations, government agencies, institutions, etc. This index is used when searching for a specific book when the author and/or title of the book is known.


Individual as Author
QA
39.2
.R6
1978
Roberts, Arthur Wayne, 1934-
Faces of mathematics : an introductory course for college students / A. Wayne Roberts, Dale E.
Government Agency as Author
Ref.
Z
695.1
A4U37
U. S. National Agricultural Library.
Agricultural/biological vocabulary. 1st ed. Washington, 1967.
Institution as Author
Z
5941
C3
California. University. College of Architecture.
Miscellaneous undergraduate research on spatial behavior: a classified and annotated listing. Berkeley, Calif., 1968.
Association as Author
HQ
1064
.U5
N254
1978
National Council on the Aging. Research and Evaluation Dept.
Fact book on aging : a profile of America's older population / Research and Evaluation Department, The National Council on the Aging ; Charles S. Harris, research coordinator.
Washington : The Council, 1978.
viii, 263 p. : graphs ; 28 cm.
Includes bibliographical references.
1. Aged--United States. 2. Aged--United States--Economic conditions. 3. Aged--United States--Crimes against. I. Harris, Charles Stanley, 1941- II. Title
CSfuSP jp/es 790803 4036088 CPSMnt 78-103018

Arrangement of Author-Title Collection Index Cards

All cards are filed alphabetically. There are several ways to arrange cards in an index. The two most common arrangements are word by word and letter by letter. These two columns show how the arrangements differ:

Word by Word	Letter by Letter
Fort Dodge	Fort Dodge
Fort Erie	Forte
Forte	Fort Erie
Fortification	Fortification

In our library, cards are filed alphabetically word by word instead of alphabetically letter by letter.

A few filing rules to keep in mind when using the Author-Title Collection Index are:

1. Disregard the articles "a", "an", "the", and those foreign equivalents when they are the first word.

   The old man and the sea before
   A room of one's own

   But don't forget to alphabetize them if they come later:

   Only bravery before
   Only the brave

   Note: "and", "for", "of", "on", "to" and those foreign equivalents are always regarded when they are the first word.

2. Mc, Mac, M' filed as if spelled "Mac"

   MacCormick
   McDonald
   MacGuiness

3. Regard numbers as if written out in full

   1984 (title) filed as Nineteen eighty-four

4. Regard abbreviations and shortened words as if written out

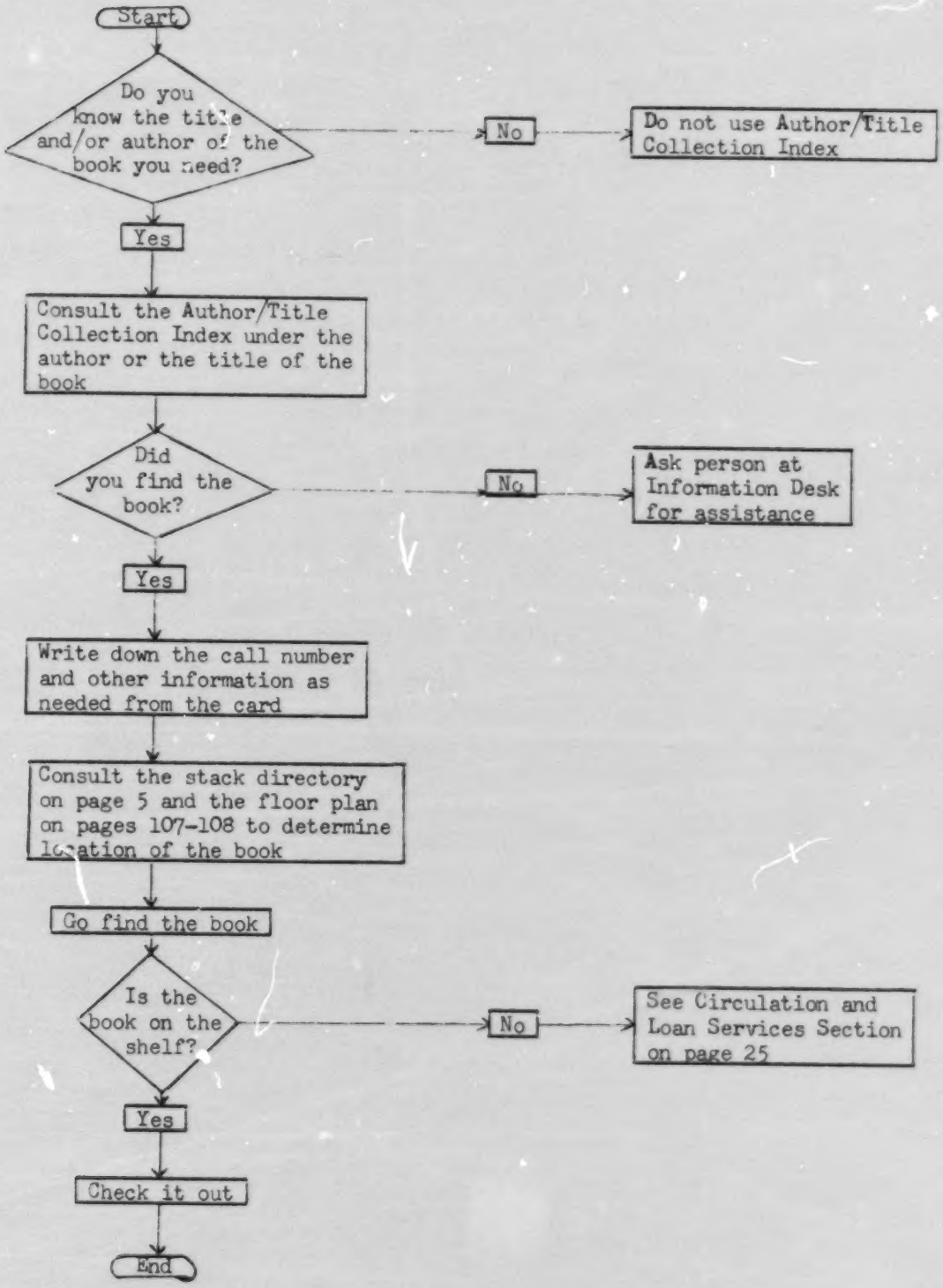
   Mr. as Mister
   Mrs. as Mistress
   St. as Saint

5. Initials and acronyms are filed at the beginning of the approprite alphabetic section.

   NEA and the schools filed at the beginning of the N's

SEARCH STRATEGY

AUTHOR–TITLE COLLECTION INDEX

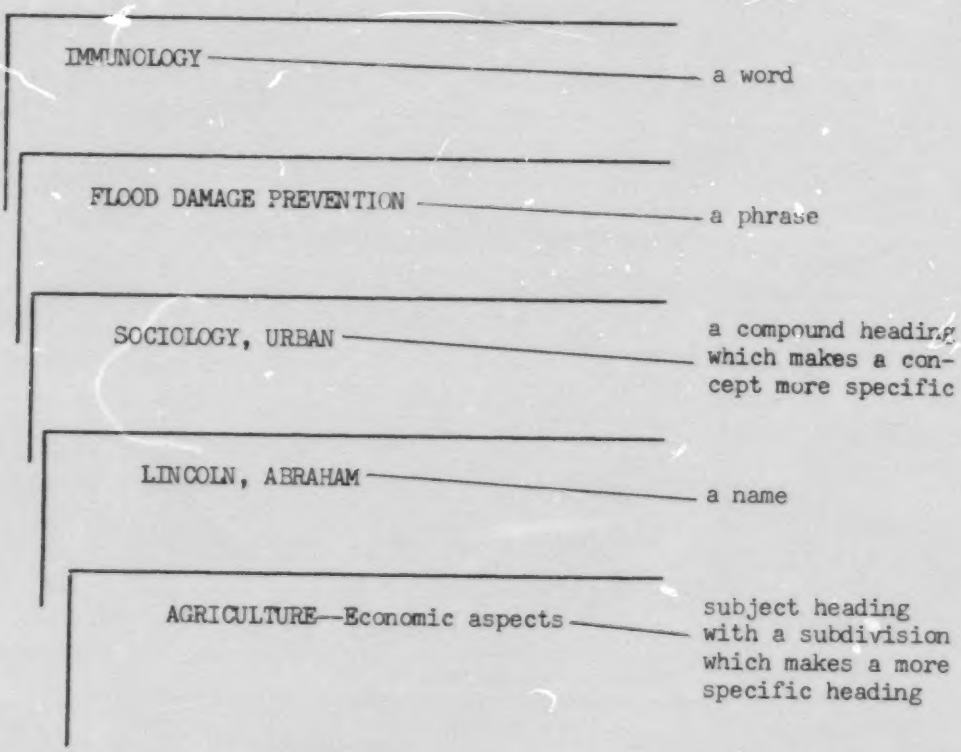

Start
Do you know the title and/or author of the book you need?
No
Do not use Author/Title Collection Index
Yes
Consult the Author/Title Collection Index under the author or the title of the book
Did you find the book?
No
Ask person at Information Desk for assistance
Yes
Write down the call number and other information as needed from the card
Consult the stack directory on page 5 and the floor plan on pages 107–108 to determine location of the book
Go find the book
Is the book on the shelf?
No
See Circulation and Loan Services Section on page 25
Yes
Check it out
End

THE SUBJECT COLLECTION INDEX

Most books in the Library are assigned one or more subject headings. This Index contains the subject heading cards. Books are listed in the Subject Collection Index by subject headings which describe, either partly or fully, the contents of the book. The subject heading is typed at the top of the card in either red or black capital letters.

All books do not have subject headings. Fiction, poetry, and drama do not have subject headings and are not in the Subject Collection Index.

There are several types of subject headings that can be found in the Subject Collection Index:



Searching for Books by Subject

The major problem in searching for a book by a subject is determining the subject heading or headings that could possibly be used to describe the subject content of the book. The example below demonstrates the relationship between topics and subject headings used in the Subject Collection Index:

THE SUBJECT COLLECTION INDEX

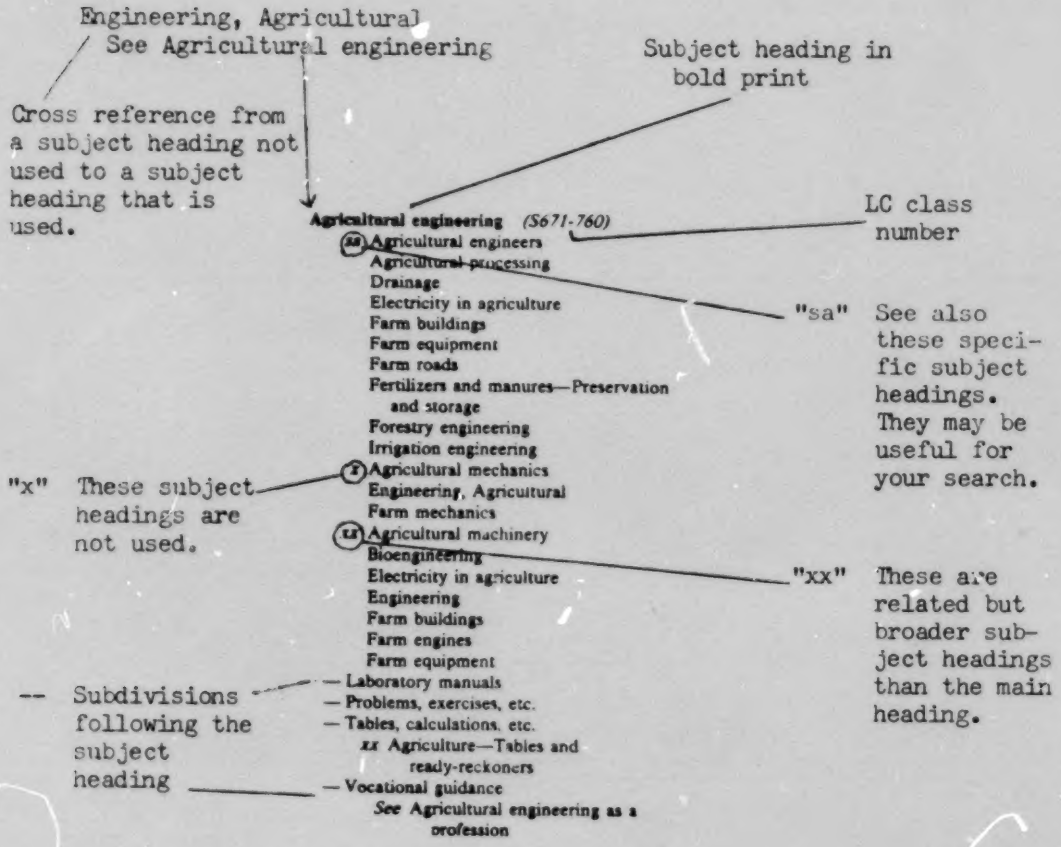
Topics	Subject Headings
Agricultural marketing	Farm produce--marketing Produce trade
Building Models	Architectural Models
Engineering analysis	Engineering mathematics
Classification of mental disorders	Psychology, Pathological--Classification
Penitentiaries as rehabilitation centers	Prisons

There is a guide to the subject headings used in the Subject Collection Index that can greatly help in determining the subject heading(s) that should be consulted. This guide is called the Library of Congress Subject Headings (LCSH). It is located in the Reference Room and next to the Subject Collection Index.

The Library of Congress Subject Headings is one of the most valuable research tools in the Library. It gives the following information:

1. Subject headings used in the Subject Collection Index. Only items not included are most proper noun subject headings such as names of people, places, etc. These proper nouns are used as subject headings.
2. Subject headings not used in the Subject Collection Index.
3. Cross references from subject headings not used to subject headings that are used.
4. References to related subject headings that may be helpful.
5. Notes describing the scope and coverage of the subject heading.
6. Subdivisions listed under the main subject headings.
7. Library of Congress class numbers used for the subject.

Example of Library of Congress Subject Headings:



Agricultural libraries *(Direct)* *(Z675.A8)*
sa Information storage and retrieval systems—Agriculture
x Libraries, Agricultural
xx Agriculture—Documentation
Communication in agriculture
— Underdeveloped areas
See Underdeveloped areas—Agricultural libraries
Agricultural literature
sa Agriculture—Bibliography
x Agriculture—Literature
xx Agriculture—Bibliography
Agriculture—History
Agricultural literature searching
See Information storage and retrieval systems—Agriculture
Agricultural machinery *(Indirect)* *(S671-760)*
sa Agricultural engineering
Agricultural implements
Agricultural instruments
Corn machinery
Corn planters (Machines)
Cotton planters (Machines)
Cultivators
Drill (Agricultural implement)
Electricity in agriculture
Fanning-mills
Farm engines
Farm equipment
Farm mechanization
Farm trailers
Feed-grinders
Fertilizer spreaders
Fruit grading machinery
Gardening—Equipment and supplies
Harrows
Harvesting machinery
Horticultural machinery
Machine-tractor stations
Milking machines
Mowing-machines
Planters (Agricultural machinery)
Plows
Potato machinery
Potato planters (Machines)
Rice—Implements and machinery
Rice processing machines
Scythes
Separators (Machines)
Silage machinery
Spraying equipment
Tea machinery
Threshing machines
Tillage
Traction-engines
Transplanting machines
Viticulture—Equipment and supplies
x Farm machinery
xx Farm equipment
Farm supply industries
Implements, utensils, etc.
Machine-tractor stations
Tools
Example under Machinery
Automatic control *(TJ1480)*
Cost of operation
x Agricultural machinery—Operating costs
Design and construction
Dynamics
Economic aspects *(Direct)*
Electric equipment
xx Electricity in agriculture
— Hydraulic drive *(TJ1483)*
— Hydraulic equipment
— Juvenile literature
— Lubrication
— Maintenance and repair
sa Agricultural machinery—Replacement
x Agricultural machinery—Repairing
xx Agricultural machinery—Replacement
Farm shops
— — Costs
— — Laboratory manuals
— — Production standards
— — Safety measures
— Models
— Noise
— Operating costs
See Agricultural machinery—Cost of operation
— Parts
— Patents
— Pictorial works
— Prices *(Direct)*
— Production standards
— Reliability
— Repairing
See Agricultural machinery—Maintenance and repair
— Replacement
sa Agricultural machinery—Maintenance and repair
x Replacement of agricultural machinery
xx Agricultural machinery—Maintenance and repair
— Safety measures
— Seats
— Standards
— Study and teaching (Higher) *(Direct)* *(S678.5)*
— Testing *(TJ1480)*
— Tires
— — Repairing
— Trade and manufacture *(Direct)* *(HD9486)*
Example under Farm supply industries
— — Accounting
— — Automation
— — Collective labor agreements
See Collective labor agreements—Agricultural machine industry
— — Finance
— — Technological innovations
— — Underdeveloped areas
See Underdeveloped areas—Agricultural machinery industry
— Transmission devices
— Transportation
Agricultural machinery operators *(Indirect)*
x Farm equipment operators
xx Agricultural laborers
— Vocational guidance
xx Agricultural engineering as a profession
— — Juvenile literature
Agricultural mapping *(Indirect)* *(S494.5.C3)*
xx Agriculture—Maps
Cartography
Agricultural maps
See Agriculture—[local subdivisions]—Maps
Agriculture—Maps
Agricultural marketing
See Farm produce—Marketing
Produce trade
Agricultural mathematics *(S566)*
x Agriculture—Mathematics
Business mathematics—Agriculture
— Problems, exercises, etc.
Agricultural mechanics
See Agricultural engineering
Agricultural mechanization
See Farm mechanization
Agricultural meteorology
See Meteorology, Agricultural
Agricultural microbiology *(QR51)*
sa Bacteriology, Agricultural
Fungi in agriculture
Micro-organisms, Nitrogen-fixing
Soil micro-organisms
Veterinary microbiology
x Microbiology, Agricultural
xx Microbiology
Plant diseases
— Laboratory manuals
Agricultural museums *(Indirect)* *(S549)*
x Agriculture—Museums
xx Museums
Agricultural pests *(Indirect)* *(SB599-999)*
sa Farm produce—Storage—Diseases and injuries
Farm produce—Transportation—Diseases and injuries
Fungi in agriculture
Garden pests
Host plants
Insects, Injurious and beneficial
Nematode diseases of plants
Pest control
Plant diseases
Plant quarantine
Repellents
Spraying and dusting in agriculture
Weeds
subdivision Diseases and pests *under names of crops, etc., e.g.* Cotton—Diseases and pests; Fruit—Diseases and pests; Trees—Diseases and pests
xx Horticulture
Insects, Injurious and beneficial
Parasites
Pests
Plant quarantine
Zoology, Economic
— Biological control
See Pest control—Biological control
— Identification
— Juvenile literature
Agricultural photography
See Photography, Agricultural
Agricultural physics *(S589-600)*
sa Crops and climate
Soil physics
xx Physics
Soils
— Laboratory manuals
— Mathematical models *(S589)*
Agricultural policy
See Agriculture and state
Agricultural population
See Rural population
Agricultural price policy
See Agricultural price supports
Agricultural prices
Agricultural price supports *(Direct)*
x Agricultural price policy
Agricultural subsidies
xx Agricultural credit
Agricultural prices
Agriculture and state
Price regulation
Produce trade
Agricultural prices *(Direct)*
sa Agricultural price supports
Farm income
Farm produce—Marketing
Food prices

Library of Congress Subject Headings as they appear in the Subject Collection Index.

Agricultural machinery

Agricultural machinery--Economic aspects

Agricultural machinery--Standards

Agricultural mapping

Agricultural mathematics

Agricultural microbiology

Agricultural pests

Agricultural price supports

Agricultural prices

Filing in the Subject Collection Index

The Subject Collection Index has the same basic filing rules as the Author-Title Catalog. In addition, there are nine more basic rules because of the use of subdivisions, adjectives, phrases, etc.

1. For headings subdivided or modified, disregard the punctuation. For example:

   Psychology
   Psychology, Applied
   Psychology as a profession
   Psychology—Experiments
   Psychology in literature
   Psychology, Industry
   Psychology—Methodology

2. For headings subdivided by time period, file in chronological order. The most inclusive period filed first, followed by sub-divisions within that period and after that the next time division. Period sub-divisions may be indicated either by dates or by phrases. The phrases and dates do not file alphabetically.

   U.S.
   U.S.—Biography
   U.S.--Civilization—Bibliography
   U.S.--History—Revolutionary War
   --History--1783-1800
   --History--20th Century
   U.S. Constitution
   U.S. Constitution. Amendments

   Ireland--History--to 1172
   Ireland--History--English Conquest, 1166-1186
   Ireland--History--1172-1603
   Ireland--History--17th Century
   Ireland--History--French Invasion, 1798

   Consult a reference librarian if you encounter difficulties. Making use of the Subject Catalog for search strategy will be discussed later.

3. Initials are filed before words beginning with the same letter:

   LSD before
   Labor economics

4. Forenames are filed before the same name as a surname:

   Thomas Acquinas before
   Thomas, Aaron

5. Names beginning with prefixes are filed as if one word and names beginning with M' and Mc as if spelled Mac:

   Van Dyke as Vandyke
   McDonald as Macdonald

6. Single surnames are filed before double surnames:

   Lopez, Roberto before
   Lopez Castillo, Roberto

7. For the same word, (1) authors, (2) places, and (3) titles are filed in that order:

   (1) Author Sheffield, Robert before
   (2) Place Sheffield, England before
   (3) Title Sheffield City Directory

8. Regard numbers as if written out in full except where listed chronologically:

   1984 (title) as Nineteen eighty-four

9. Regard abbreviations and shortened words as if written out:

   Mr. as Mister, Mrs. as Mistress
   St. as Saint, U.S. as United States

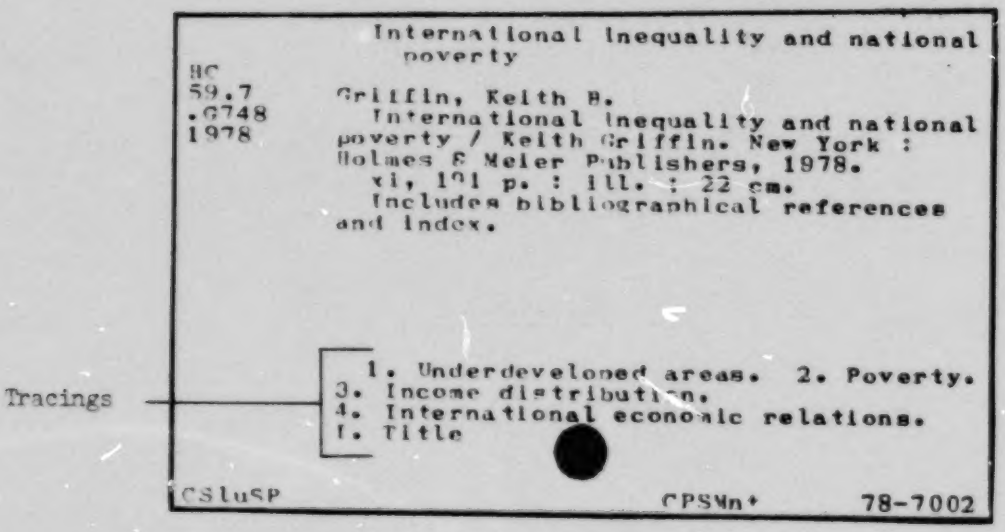
Standard Subdivisions

In addition to the subdivisions listed in the Library of Congress Subject Headings under the various subject headings there are also standard subdivisions that can follow all subject headings in LCSH, even those proper noun subject headings that are not. A list of the standard subdivisions with definisions is located in the first part of volume I of the Library of Congress Subject Headings.

Some of the more important subdivisions that can follow subject headings are:

1.	Topical	Architecture--Study and Teaching Flowers--Diseases and pests United States--History
2.	Form	California--Atlases California--Description and Travel
3.	Geography	Agriculture--California Agriculture--Arizona
4.	Time Period	United States--History--18th Century

Tracings



In addition to using the Library of Congress Subject Headings to find headings use tracings found on most collection index cards to find more headings.

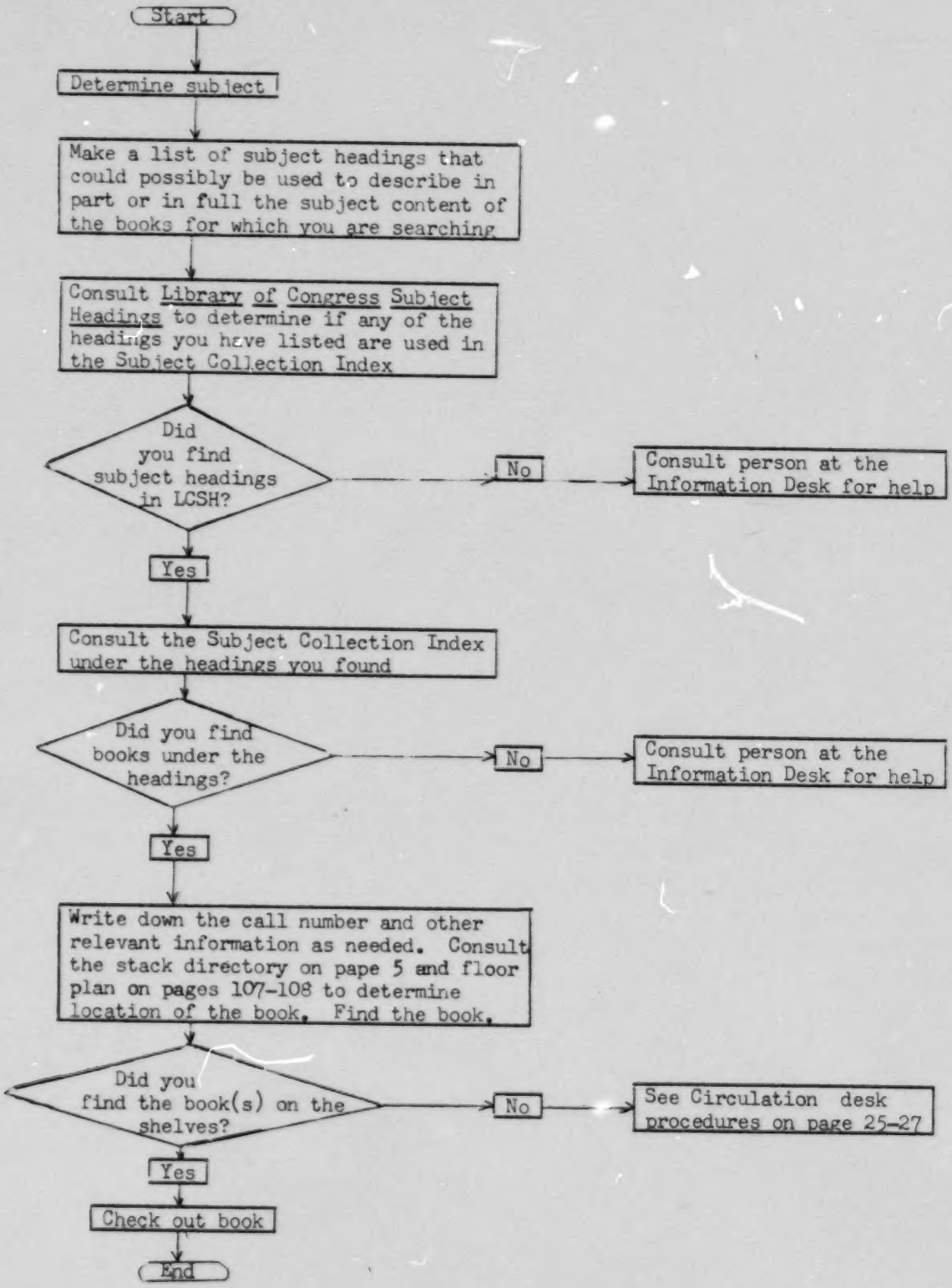
Tracings can be used in two ways:

1. After using the Library of Congress Subject Headings to find headings use the tracings found on most Collection Index cards to find other relevant headings.

2. If a specific book is known and there is a need to find other books on the same topic consult the Author/Title Collection Index to find the book. Look for the tracings on the card. Then using the subject heading(s) found. Consult the Subject Collection Index to find other books.

SEARCH STRATEGY

SUBJECT COLLECTION INDEX


Start
Determine subject
Make a list of subject headings that could possibly be used to describe in part or in full the subject content of the books for which you are searching
Consult Library of Congress Subject Headings to determine if any of the headings you have listed are used in the Subject Collection Index
Did you find subject headings in LCSH?
No
Consult person at the Information Desk for help
Yes
Consult the Subject Collection Index under the headings you found
Did you find books under the headings?
No
Consult person at the Information Desk for help
Yes
Write down the call number and other relevant information as needed. Consult the stack directory on pape 5 and floor plan on pages 107-108 to determine location of the book. Find the book.
Did you find the book(s) on the shelves?
No
See Circulation desk procedures on page 25-27
Yes
Check out book
End

CIRCULATION AND LOAN SERVICES

General Information

The Loan Services Department, located on the first floor near the exit to the Library, is responsible for processing book loans, handling renewals, accepting holds, searching for missing books, and collecting overdue fees. Whenever you cannot locate a book on the shelf, the Loan Services Department staff is there to help you.

Loan Periods

Upon presentation of your validated I.D. card, most library materials may be borrowed for a two week period, and renewed if no holds are pending. Renewals must be requested in person, and cannot be accepted over the telephone.

Holds and Searches

If a book is not on the shelf, check the computer print-out located across from the Circulation Desk. This list is arranged in call number order. If the book is charged out to another borrower and is not needed immediately, go to the Circulation Desk to fill out a "hold" card. When the book is returned, the library staff will notify you and hold it at the Circulation Desk for seven days.

If a book is not listed on the computer print-out, fill out a search card. The library staff will look for the book and notify you when it is located. Again, it will be kept at the Circulation Desk for seven days.

Recalls

Faculty may borrow books for an entire quarter. Therefore, if a book is needed that is already checked out for the quarter, ask that it be recalled. The Loan Services staff will recall the book after an initial loan period of 14 days, and notify you when the book has been returned.

Overdue Books

Books are due on the date stamped on the date due slip. First overdue notices are sent out to borrowers as a courtesy reminder approximately 11 days after the due date. Billing notices are sent 19 days after a book has become overdue. All borrowers are responsible for returning books before the due date.

Charges

Fines for overdue books are 15¢ per day. The Library does have a ten day grace period, but if the material is returned on the eleventh day, the student is responsible for all fines accumulated from the date due up to a maximum of $10.00.

The State of California assesses a handling charge of $5.85 per book if reported lost. Students are responsible for this charge, in addition to the cost of replacing the book. If the book is found, both of these charges will be refunded. However, there is also a $2.10 overdue fine on all lost books which is not refundable.

Abuse of Library Privileges

If a student fails to return a book or pay an overdue fee, a "hold" is placed on all university records which prevents the student from registering, or receiving copies of transcripts.

Other Library Services

a. Photoduplication Room/Change/Refunds

Requests for hard-copies from microfilm or microfiche are processed in the Main Photoduplication Room on the first floor. Microform Reproduction Request Forms are available in this room, as well as in the Microforms Area on the first floor.

For copies, present the completed form, with your signature on the back, to the attendants in the Photoduplication Room along with the microform to be copied. All reproductions are 5¢ per 8½ x 11" page, and are made by a member of the library staff.

Change for the photocopy machines or telephones is also available in this room. Change can be provided for up to $5.00.

When a copying machine is not functioning correctly, and a student receives a poor copy, he/she may request assistance from the Photoduplication Room attendant.

b. Telephone

An on-campus telephone and directory are located on each floor. For all on-campus numbers, just dial the last four digits. There are also pay telephones located on each floor near the restrooms.

c. Lost and Found

The Loan Services Department also serves as the lost and found department for the Library. Items are kept for one week before being forwarded to the campus lost and found department in the Plant Operations Building.

LIMITED LOAN/RESERVE SECTION

General Information

When instructors assign readings to their students, copies of the materials may be placed on reserve in the Limited Loan/Reserve Section of the Library.

The collection consists of personal and library copies of books, articles, pamphlets, sample examinations, and senior projects.

To Locate Material

Consult the binders on shelves across from the Limited Loan/Reserve Desk. These notebooks are arranged alphabetically by the surname of the instructor. For each instructor, a Reserve Book Request sheet is typed listing the loan period and :

1. P.C. (personal copies), title, number of copies

OR

2. L.C. (Library copies), call number, author, title, number of copies

There are also title cards for all materials on Reserve. If a student has no other information than a title, request assistance from the Limited Loan/Reserve staff.

To Borrow Material

After finding the desired material in the Reserve Book Request binder, fill out a charge card with the complete information requested. Bring the charge card and your validated I.D. card to the Limited Loan/Reserve Desk.

Loan Periods

Loan periods are shorter than those for materials borrowed from the main book collection. Instructors establish the loan periods of two hours, overnight, two days, or other time periods. Be sure to know when the material is due before you leave the Limited Loan/Reserve Desk, and return all material to this same desk when finished.

Charges

Students will be charged 25¢ per hour for all overdue 2 hour or overnight materials. A charge of 25¢ per day will be assigned for all overdue 2 day, 7 day, or 14 day items. In addition, an Administrative Action fee of $2.00 will be charged to a student if an overdue item has been in heavy demand. Fees are imposed to guarantee that all students have full equal access to the material.

Audio-Visual Reserves

Color slides, audio cassette tapes, video cassette tapes, and other non-print reserve materials are kept in the Learning Resources and Curriculum Department of the Library.

PERIODICALS

Definition

Periodicals are information sources of a current and/or specialized nature, which are especially valuable for the areas of science and technology. They appear at stated intervals in successive numbered volumes; have frequencies of weekly, bimonthly, monthly, or quarterly; and are devoted to either general or specific subjects. They usually include original writings and are considered to be primary source material.

Periodicals are sometimes referred to as magazines and journals; all three terms can be used interchangeably.

Main Classes of Periodical Literature

1. General interest: not limited to one area or subject.

2. Professional: sometimes referred to as journals, and covering one particular subject.

When to Use Periodicals

Periodicals are advantageous to use in the following situations:

1. For new information which may not have been published in books. This is particularly true for information in the fields of science, technology, politics, and economics.

2. Contemporary thought or trends of opinion.

Titles in the Library

The Cal Poly Library subscribes to over 3,000 periodical titles in various subjects.

The Public Serials List on microfiche contains alphabetically arranged lists of all periodicals received by the Library. It provides information on volumes held, format (paper or microfilm), and the call number.

PERIODICALS

Location

Bound issues of a periodical are shelved by call number and integrated with the books on each floor. Periodicals are shelved according to the Library of Congress classification system, with a "Per" symbol above the call number.

Current issues (latest three years) of a title are kept in the Current Periodicals Area on the second floor. These titles are in a closed area, and should be used here only.

Titles on microfilm are filed in call number order and kept in the Microform Room on the first floor. Microfilm readers are available in the same room, and staff is availble to assist with the location of microfilm and use of equipment.

Photocopy

Facsimile copies of periodical articles may be obtained on the coin-operated photoduplication machines located in the Photocopy Rooms on each floor. To obtain hard copy from microfilm, fill out a form at the Photocopy Room on the first floor. A member of the Library staff will make the hard copy for you. The charge for any copy made is 5¢ per page, whether from paper issues or microfilm. All copies should conform to the 1976 Copyright Law.

DAIRY HERD MANAGEMENT
PER SF221.D22
2004750
6- , 1969-

DAIRY INDUSTRIES
PER SF221.D37
"INCORPORATING DAIRY ENGINEERING." CONTINUED BY DAIRY INDUSTRIES INTERNATIONAL
2005000 ISSN: 0011-5622
38-, 1973-

DAIRY SCOPE
PER SF221.W46
CONTINUES:, WESTERN MILK AND ICE CREAM NEWS. CEASED PUBLICATION.
6833000
V. 74-78:1, 1973-1977.

DAIRYMAN
PER SF221.D5
2006000
47- , 1967-

DALHOUSIE REVIEW
PER AP5.D3
2006500
24-30, 1944-1951

DANCE MAGAZINE
PER GV1580.D246
MERGED WITH AMERICAN DANCER
2009000
27-37, 1953-1963. (38,1964). 39-, 1965-

DANCE PERSPECTIVES. NO. 1-66, WINTER 1959-76. (BROOKLYN)
PER GV1580.D27
ANNUAL SUPPLEMENT INCLUDES CURRENT BIBLIOGRAPHY OF DANCE CEASED PUBLICATION.
2010500 ISSN: 0011-6033 LCCN: 62003629
N.29-66, 1967-1976.

DANCE SCOPE
PER GV1580.D28
2011000
5-,1970-

L04-20-1-15 - LIBRARY A15 PERIODICALS LIST - CALIF. POLY STATE, SAN LUIS OBISPO

JOURNAL OF AMERICAN FOLKLORE
PER GR1.J6
3467500
V.79-90, 1966-1977. F.91-, 1978-
LATEST THREE YEARS IN CURRENT PERIODICALS. PERMANENT COPY IN MICROFORM.

JOURNAL OF AMERICAN HISTORY
PER E171.J87
CONTINUES: MISSISSIPPI VALLEY HISTORICAL REVIEW
3468000
1-, 1914-

JOURNAL OF AMERICAN INDIAN EDUCATION
PER E75.J6
3468500
F.1-13, 1961-1974. 10-, 1970-

JOURNAL OF AMERICAN STUDIES
PER E151.J6
3469500
1- , 1967-

JOURNAL OF ANATOMY
PER QL801.J6
3471500
106- , 1970-

JOURNAL OF ANIMAL ECOLOGY
PER QL750.J6
3472500
1- , 1932-

JOURNAL OF ANIMAL SCIENCE
PER SF1.J6
3473000
1-9, 1942-1950. (10,1951). 11- , 1952-

JOURNAL OF ANTHROPOLOGICAL RESEARCH. (UNIVERSITY OF NEW MEXICO)
PER GN1.S64
FORMERLY: SOUTHWESTERN JOURNAL OF ANTHROPOLOGY
6108500 ISSN: 0038-4801
1-22, 1945-1966. 28-, 1972-

JOURNAL OF APPLIED BACTERIOLOGY
PER QR1.J51
FORMERLY, SOCIETY FOR APPLIED BACTERIOLOGY. PROCEEDINGS
3474500
29- , 1966-

PERIODICAL INDEXES

Periodical indexes are designed to pinpoint specific articles, thereby saving one valuable time from thumbing through page after page of a periodical title. Indexes are available in a wide range of subjects, and usually have an author, title, and subject access. They contain hundreds of magazine and journal titles, and are located in the Reference/ Periodicals Department, Room 108. They are also listed in the collection index by title and subject.

Use an index when a specific subject is in mind and there is need for current information. A basic general index is the Reader's Guide to Periodical Literature located on tables near the Reference Desk. The Reader's Guide is an index to popular general magazines such as Time and Newsweek. It covers a variety of subjects and is published bi-weekly.

The Reader's Guide is arranged by author and subject in one alphabet. The headings are emphasized in bold face type. Under the author and subject entries are title listings arranged in alphabetical order. Each listing is called a citation and follows the format below:

Sample entry: **ADULT education**
Mother goes back to school. R. Farber. Parents Mag 49:46-7+ Ja '74

An illustrated article on the subject ADULT education entitled "Mother goes back to school," by R. Farber, will be found in volume 49 of Parents' Magazine, pages 46-7 (continued on later, or preceding pages of the same issue) the January 1974 number

The citation lists the title of the article, the name of the journal, volume, date, and pages.

Other indexes with a format similar to the Reader's Guide are often called "Wilson Indexes" because they are all published by the H.W. Wilson Company in New York.

Wilson Periodical Indexes

AI
T
1
A6

Applied Science and Technology Index. 1958-
Subject index to over 250 periodicals in aeronautics, automation, chemistry, computer technology, construction, electricity, energy, fire and fire prevention, food technology, geology, industrial arts, mathematics, metallurgy, nuclear engineering, oceanography, telecommunications, transportation, and related subjects.

AI
N
1
A45

Art Index. 1929-
Author and subject index to over 150 American and foreign periodicals and museum bulletins in archaeology, architecture, art history, arts and crafts, fine arts, graphic arts, industrial design, interior decoration, photography, planning and landscape design. Alphabetical by author and subject, with book reviews listed under author and subject of book. Locates reproductions of individual works, also.

Z
1002
B595

Bibliographic Index. 1946-
Arranged by subject, coverage includes materials published in books, pamphlets, and periodicals.

Z
5301
B5

Biography Index. 1946-
Arranged by name and profession, this source covers over 2400 English-language periodicals and books. Material included covers obituaries, letters, diaries, and memoirs.

AI
S
1
B3

Biological and Agricultural Index. 1964-
Subject index to over 180 periodicals published in the United States, Canada, and Britain. Coverage includes ag. economics, ag. engineering, ag. research, animal science, bacteriology, biochemistry, biology, botany, conservation, dairying, ecology, food science, forestry, genetics, marine biology, poultry, soil science, veterinary medicine, virology, zoology, and allied fields.

AI
HF
5001
B85

Business Periodicals Index. 1958-
Subject index to approximately 270 English-language periodicals in accounting, advertising, banking and finance, insurance, labor and management, marketing, public administration, public relations, purchasing, real estate, and taxation.

AI
L
11
E27

Education Index. 1929-
Subject index to over 300 English-language periodicals in education and education-related fields. Alphabetical by author and subject, coverage includes pre-school, elementary, secondary, higher and adult education, teacher education, counseling and guidance, curriculum and instruction, educational administration, special education, health and physical education, library and information science, vocational education, and multicultural education.

Ref.
AI
3
E752

Essay & General Literature. 1900-
Index to essays and articles from volumes of collections of essays and miscellaneous works. Includes author, subject, and title entries as well as citations about both authors and individual works.

AI
Q
1
G4

General Science Index. 1978-
Analyzes 89 periodicals in astronomy, atmospheric sciences, chemistry, environment & conservation, food & nutrition, geology, horticulture, math, marine sciences, medicine, physics, psychology, and general sciences.

AI
AS
1
H8

Humanities Index. 1974-
Indexes articles from over 250 periodicals by author and subject in such areas as archeology, classics, folklore, history, language and literature, performing arts, philosophy, religion, and theology.

AI
K
340.05
I5

Index to Legal Periodicals. 1952-
Author and subject index to more than 370 periodicals published in the United States, Canada, Great Britain, Australia, and New Zealand. Includes a table of cases, and index to legal book reviews.

AI
AP
2
R261

Reader's Guide to Periodical Literature. 1900-
Indexes more than 100 periodicals of a non-technical nature.

AI
H
1
S62

Social Sciences Index. 1974-
Includes author and subject index to 260 periodicals in areas such as anthropology, consumer affairs, economics, environmental science, geography, law and criminology, political science, psychology, public administration, sociology, and urban studies.

37

DAIRY farm management
12-month calving within every dairyman's reach. D. Olds. il Dairy Herd Mgt 13:30+ Je '76
Are you ready to expand? R. C. Wells. il Dairy Herd Mgt 13:22+ O '76
Breeding records are blueprints for profit. G. Ashfield. il Dairy Herd Mgt 13:9-12+ Je '76
Economic comparison of methods of storing and handling forage for dairy cows on a farm and national basis. E. Audsley and others. bibl il J Agric Engin Res 21:371-88 D '76
Integrated beef production models for cross-breeding studies: comparison of different management programs. C. A. Morris and J. W. Wilton. bibl il Can J Animal Sci 56:475-87 S '76
Management memo. G. Ashfield. See issues of Dairy Herd Mgt
New products & services. See issues of Dairy Herd Mgt
Questions & answers. See issues of Dairy Herd Mgt
See also
Cows—Culling
Dairy farm records
Dairy farms
Dairying
Waste disposal—Dairy farm waste

California
Returns to scale in farming: further evidence. I. Hoch. bibl il Am J Agric Econ 58:745-9 N '76

Colorado
Successful calf program tops farmwife's priorities. B. M. Wilkinson. il Dairy Herd Mgt 13:30-1 My '76

England
Observations on the use of cloprostenol in a large dairy herd in Cheshire. E. H. L. Christie and J. D. Medcalf. il Vet Rec 99:272 O 2 '76

Iowa
Pre-built parlor helps launch [illegible] expansion. G. Ashfield. il Dairy Herd Mgt 13:32-3+ Ap '76

Minnesota
Consider machinery, manpower and nutritional needs, forage decisions. D. Halsey. il Dairy Herd Mgt 13:24-6 D '76

Ohio
Relationship of age at first calving, days open, days dry, and herdlife to a profit function for dairy cattle. G. S. Gill and F. R. Allaire. bibl il J Dairy Sci 59:1131-9 Je '76

United States
1977 Milk producer's planner. il Dairy Herd Mgt 14 (suppl):1-12 Ja '77
Financial management: what's in the new tax law for dairymen? R. S. Smith and S. F. Smith. il Dairy Herd Mgt 14 (suppl):4+ Ja '77
DAIRY farm records
Diversified dairies need separate crop and cow accounts. H. G. Hughes. il Dairy Herd Mgt 14:14+ Mr '77
Is your business healthy? R. C. Wells. il Dairy Herd Mgt 13:26+ Ag '76
DAIRY farm waste disposal. See Waste disposal—Dairy farm waste
DAIRY farming. See Dairying
DAIRY farms
See also
Dairy farm management

Accounting
Projecting the income from milk sales for a dairy enterprise. P. A. Oltenacu and others. bibl il J Dairy Sci 59:1939-50 N '76

Employees
See Dairy industry and trade—Employees

Plans
Dairy farm planing systems analysis. S. B. Nott. bibl il J Dairy Sci 60:464-72 Mr '77

California
Fawcett farms rely on 1,500 irrigated acres. G. Ashfield. il Dairy Herd Mgt 13:10-12 D '76

Florida
Everything washed by water, this flush-type facility gives dignity a helping hand. G. Ashfield. il Dairy Herd Mgt 14:10+ Mr '77
DAIRY farms, Incorporated. *See* Farms, Incorporated
DAIRY herd health programs. See Livestock health programs
DAIRY industries supply association See Dairy and food industries supply association
DAIRY industry and trade
Management memo. G. Ashfield. See issues of Dairy Herd Mgt
See also
Abbotts dairies, Philadelphia
Cheese industry and trade
Dairy products companies
Dairy products plants
Dairy research
Dairying
Dairymen's associations
Ice cream industry and trade
Milk industry and trade
National independent dairies association
United States—Agriculture. Department of—Agricultural marketing service—Dairy division

Accounting
Diversified dairies need separate crop and cow accounts. H. G. Hughes. il Dairy Herd Mgt 14:14+ Mr '77

Advertising
See also
United dairy industry association

Economic aspects
Dairying in a competitive economy: symposium. bibl il J Dairy Sci 59:1194-202 Je '76
Genetic value of sexed semen to produce dairy heifers. L. D. Van Vleck and R. W. Everett. bibl il J Dairy Sci 59:1892-7 O '76
Relationship of first lactation performance to lifetime production and economic efficiency. G. S. Gill and F. R. Allaire. bibl il J Dairy Sci 59:1319-24 Jl '76
Which bulls to buy? profitable sire selection starts with economic analysis. R. W. Everett. il Dairy Herd Mgt 14:14-16 Ja '77

Employees
Benefits and bonuses: using dairy incentives to attract and keep good labor. S. E. Bishop and E. W. Holtz. il Dairy Herd Mgt 14:44+ Mr '77
Income determinants of Ontario dairy farm employees. T. F. Funk and W. A. Okyere. il Can J Agric Econ 25:30-3 F '77

Equipment
3-A sanitary standards for equipment for packaging frozen desserts, cottage cheese and similar dairy products. il J Milk & Food Tech 39:796-9 N '76
3-A sanitary standards for polished metal tubing for dairy products. J Milk & Food Tech 39:693-4 O '76
3-A sanitary standards for portable bins for dry milk and dry milk products. J Milk & Food Tech 39:800-2 N '76
Advances in frozen dessert processing. H. L. Mitten, jr. il Am Dairy R 38:18+ Ag '76
Are the motors in your dairy plant producing serious noise problems? H. Lanz. il Am Dairy R 38:20+ N '76
Beatrice Foods air-jets large print labels onto gallon milk containers. il Am Dairy R 38:46 Jl '76
Counting somatic cells in milk with a rapid flow-through cytophotometer. C. Breer and others. bibl il J Milk & Food Tech 39:624-7 S '76
Design and performance of pilot scale HTST/UHT processing unit. M. E. Anderson and others. il Am Dairy R 38:10+ Ag '76
Dust control versus dust collection. L. Owen and W. Leist. il Am Dairy R 38:82+ S '76
Foremost dairy plant plastic blow-molding operation is success. il Am Dairy R 39:10+ F '77
Membrane filtration in the manufacture of cultured milk products. S. Jepsen. il Am Dairy R 38:29-33 Ja '77
New products & services. See issues of Dairy Herd Mgt
Product news: equipment, services, supplies. See issues of Am Dairy R
Protective chute helps magnets attract higher production. G. Ashfield. il Dairy Herd Mgt 13:6-8+ O '76
Smith's dairy upgrades processing techniques for improved operation. R. Elliott. il Am Dairy R 39:20-1 Ap '77
Switching to automatic. D. Halsey. il Dairy Herd Mgt 14:22-3+ Mr '77
Vitamilk dairy updates operations. J. E. Baker. il Am Dairy R 38:28 O '76
See also
Dairy and food industries supply association
Ice cream industry and trade—Equipment
Milk bottles
Milk containers
Milk cooling
Milk tanks
Milking machines
Sterilizers and pasteurizers
Vacuum apparatus

Sterilization
Problem of cleaning residuals: cause and effect. R. R. Zall. il Am Dairy R 38:32-5 Ag '76
Reduction of energy and detergent use for cleaning milk handling equipment. D. R. Price and others. bibl il Am Soc Agric Engin Trans 19:1143-6 N '76

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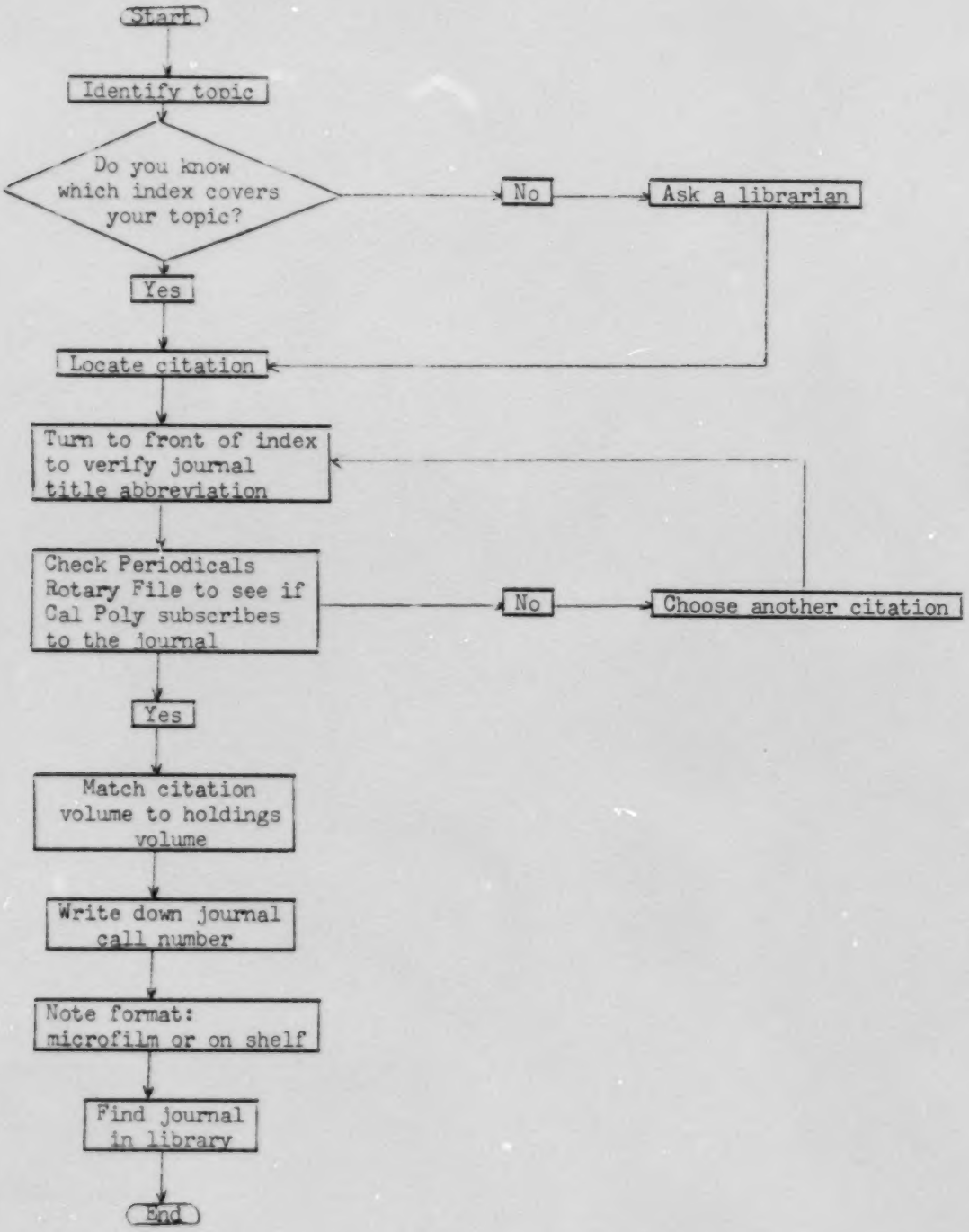
PERIODICAL INDEXES

HOW TO LOCATE A PERIODICAL ARTICLE
USING A WILSON INDEX


Start
Identify topic
Do you know which index covers your topic?
No
Ask a librarian
Yes
Locate citation
Turn to front of index to verify journal title abbreviation
Check Periodicals Rotary File to see if Cal Poly subscribes to the journal
No
Choose another citation
Yes
Match citation volume to holdings volume
Write down journal call number
Note format: microfilm or on shelf
Find journal in library
End

Using a Periodical Index

No matter what type of index is used, there should be instructions for usage in the front of the volume. These instructions are valuable and should be read. There is also an abbreviations list which helps to translate the abbreviations used in the index.

Indexes are usually devoted to a specific time period (one calendar year is common). Remember that there may be a time lag of up to six months between the time that an article appears in a periodical and when it is actually included in an index.

Subject Headings

The subject approach is the most common way to locate periodical articles. Most indexes contain "see" and "see also" references to assist students. Although they are different than the headings found in the card catalog/ collection index, they serve the same function as the Library of Congress Subject Headings.

Subdivisions of headings are also used in the index. These can be found in the middle of the columns. They are usually listed in alphabetical order, although geographic subdivisions may be listed separately.

Specialized Indexes

In addition to the "Wilson indexes" which follow a similar format, there are many specialized indexes which are not published by the Wilson Company. They contain specific information, and are rather narrow in scope. Consult the instructions section of each for optimum usage. The following listing contains some of the specialized indexes found in the Cal Poly Library:

AI
HF
5601
A821

Accountants' Index Supplement. 1959-
Index to books, pamphlets, government documents and English-language periodicals in the American Institute of Certified Public Accountants Library. Subjects covered include fields of accounting, auditing, data processing, financial reporting, financial management, investments and securities, management and taxation, as well as specific businesses and industries.

AI
NA
1
A1A7

Architectural Periodicals Index. 1974-
Includes subject, author, and architects indexes to 450 journals worldwide received by the British Architectural Library. Areas covered include architecture and allied fields, construction technology, design and environmental studies, landscape architecture, and planning and relevant research. Notes are made on the contents of each article and of the types of illustrations included in each article.

AI
TL
1
A58

Auto Index. 1973-
Subject index to 10 popular American periodicals pertaining to the purchase, maintenance, enhancement, study, and enjoyment of both domestic and imported automobiles - motorcycles, vans, and other vehicles are not included. Two major parts are: 1), subjects indexed by Articles of Exceptional Interest, Road Tests, Comparison Tests, Owner Reports, and Maintenance Tips; and 2), alphabetic listings by make and model of car.

AI
3
1
U63

Bibliography of Agriculture. 1942-
Index to worldwide sources in the National Agriculture Library, including journal articles, pamphlets, government documents, special reports, serials and books, etc. Main index is followed by five subsections: U.S.D.A., State Agricultural Extension stations and services, F.A.O., and translated publications. Also, there are four other indexes by geographic location, corporate author, personal author, and subject. Essential for all agriculture students.

Z
1035
A1B6

Book Review Index. Gale Research Co. 1965-
Annual index to over 225 English-language periodical book reviews arranged by author. Covers general fiction, nonfiction and children's books.

ERIC
Table
AI
L
11
C85

Current Index to Journals in Education. 1969-
Index to more than 750 education and education-related articles, contains subject and author indexes, with brief annotation of the articles.

AI
HD
9502
U5E525

Energy Index. 1973-
Index to both U.S. and foreign periodicals by subject, SIC code, geographic location, source, and author. 21 major headings cover U.S. and international economies, policy and planning, research and development, resources and reserves (petroleum & natural gas, coal, and unconventional), solar energy, fuel processing and transportation and storage, electric power generation, storage and transmission, nuclear and thermonuclear power, consumption and conservation (industrial, transportation, residential), and environmental impact. In addition to citations, includes overview section featuring summary articles on energy happenings and statistics for the year.

AI
TA
1
E57

Engineering Index. 1934-
Arranged by subject, and includes all disciplines of engineering, technology, and applied sciences. International in scope.

AI
S
1
F24

Farm and Garden Index. 1979-
Subject index to 112 popular magazines (87 not in Biology and Agriculture Index) which emphasizes timely, practical information in agriculture and horticulture.

AI
R
100
I5

Index Medicus. National Library of Medicine. 1960-
Comprehensive listing to the world's medical literature from 2500 biomedical journals.

AI
A
13
I5

Index to How to Do It Information. 1963-
Subject index to popular magazines which traditionally have how-to-do-it articles. Includes practical information, instructions, plans, suggestions and tips on how to solve or prevent problems. Topics range from making Halloween decorations to building home computers.

AI
GV
201
P55

Physical Education and Sports Index. 1978-
Subject index to more than 100 American sports and physical education journals, including specialized journals devoted to particular sports and activities. There are two main sections: 1), physical education and allied fields such as sports medicine; and 2), 47 specific sports and activities covered, from archery to dogsledding to wrestling. Intended for use by the physical education specialist, coaches, players and fans.

AI
AP
2
P79

Popular Periodicals Index. 1973-
Published twice a year, this source includes periodicals not included in any standard indexes. Alphabetical by author, title and subject, coverage includes such titles as Los Angeles Magazine, New Times, New West, New York Review of Books, Playboy, Rolling Stone, and Stereo Review. Parenthetical descriptions of article titles are provided when titles are not indicative of content. An added feature is the inclusion of art, book, motion picture, record, concert, and restaurant reviews.

AI
H
1
P8

Public Affairs Information Service (PAIS) Bulletin. 1915-
Index to current books, government documents, pamphlets, periodical articles, and reports of public and private agencies relating to economic and social conditions, public administration, and international relations published throughout the world. Alphabetical by subject.

PERIODICAL ABSTRACTS

One of the most useful means of access to the literature of a subject field is by using an abstract source. Abstracts serve as indexes to a subject by providing bibliographic citations to articles. In addition, they also provide a brief summary of the article, which can help a student decide which articles to read in full.

Abstracts are often narrow in their subject focus and cover specific subject areas.

Selected Abstracting Sources

AI
SF
105
A54

Animal Breeding Abstracts. Commonwealth Agricultural Bureaux. 1933-
Includes several hundred sources covering world literature on general and specific aspects of genetics and reproduction of farm mammals and related species, laboratory mammals, poultry and fur bearers, non-genetic aspects of performance (excluding nutrition), and material on theoretical genetics, particularly mathematical and statistical aspects.

AI
QH
301
B37

Biological Abstracts. 1926-
Abstracts of periodical articles and books reflecting worldwide biological research. An alphabetically arranged keyword index is found in BASIC (Biological Abstracts Subject in Context). Abstracts are arranged according to the Biological Abstracts Subject Guide, and indexed by BASIC, CROSS (Computer Rearrangement of Subject Specialties), and the Bio-Systematic Index (which can be used with the CROSS index to narrow the search to a particular topic within a taxonomic category). Issues contain author indexes, lists of new books and periodicals, and book reviews.

AI
QD
1
C3

Chemical Abstracts. 1907-
Worldwide abstracts to chemical literature including biochemistry, organic, macmolecular, chemical engineering, and physical chemistry. Abstracts are indexed by keyword subject index, numerical patent index, patent concordance, and author index.

AI
SF
221
D42

Dairy Science Abstracts. Commonwealth Agricultural Bureaux. 1939-
Includes information from several 100 journals, books, and reports published worldwide in English and foreign languages. Emphasis is on milk production and processing, including research and technical developments.

AI
GF
1
E553

Environment Abstracts. 1974-
Covers air pollution, chemical and biological contamination, environmental design and urban ecology, food and drugs, land use and misuse, noise pollution, population planning, transportation, water pollution, weather, and wildlife. Subject, industry and author indexes. Information available on envirofiche.

AI
S
831
F46

Fertilizer Abstracts. 1960-
Published by the Tennessee Valley Authority National Fertilizer development Center, the abstracts include technical information on fertilizer technology, marketing, use and related research, and analytical methods from selected sources.

AI
TX
341
F6

Food Science and Technology Abstracts. 1969-
International Food Information Service publication covering research and new developments in food science and technology, including all human food commodities and aspects of processing from (but excluding) the production of raw foods to the consumption of finished foods. Includes coverage of composition, basic food science, microbiology, hygiene, toxicology, economics, standards, legislation, engineering, processing, packaging, and additives. Over 1000 journals from over 50 countries are included.

AI
D
1
H5

Historical Abstracts. 1955-70
Includes two parts after 1970 (1) Modern history abstracts 1775-1914 and (2) Twentieth Century Abstracts 1914-1970. Includes abstracts of journals, transactions, and proceedings of historical associations. Arranged by subject and geographic area.

Nutrition Abstracts and Reviews. Commonwealth Agricultural Bureaux. 1931-76. Continued by Series A and Series B.

AI
NN
214
N81

Series A: Human and Experimental. 1977-
Covers technical information on techniques, foods, physiology and biochemistry, human health and nutrition, diseases and therapeutic nutrition, and book reviews and reports. Worldwide body of sources.

AI
SF
95
N8

Series B: Livestock Feeds and Feeding. 1977-
Covers technical information from worldwide body of literature in the areas of techniques, technology, feeding stuffs and feeds, physiology and biochemistry, feeding of animals, diet in etiology of disease, and book reviews and reports.

AI
RA
1270
P444

Pesticides Abstracts. 1974-
(Formerly Health Aspects of Pesticides Abstracts Bulletin 1970-73). U.S. Environmental Protection Agency publication derived from over 2500 primary serials, secondary sources, books and non-periodicals, this abstract source is intended to foster current awareness of the major worldwide literature pertaining to the effects of pesticides. Major headings are general information, monitoring and residues, epidemiology, prevention and treatment, toxicology and pharmacology, and analysis concepts.

AI
TD
172
P65

Pollution Abstracts. 1970-
Divided by subject (air, land, noise, water) or type of document cited (patent, Government document).

AI
BF
1
P65

Psychological Abstracts. 1926-
Arranged by broad subject areas (e.g. experimental psychology) which cover American and foreign books, journals, dissertations, and reports. Author and subject indexes are also provided.

ERIC
Table

Resources in Education. 1966-
Contains bibliographies, curriculum-related materials, documents, and reports of outstanding projects in education. Author, subject, and instruction indexes.

AI
QC
1
P53

Science Abstracts. Series A. Physics Abstracts. 1898-
Published twice a month by the Institute of Electrical Engineers, this source is the major English-language abstracting source for physics. Coverage includes journals, reports, books, patents, conference papers, and dissertations. Arranged by subject, with author and subsidiary indexes.

AI
TK
1
.S8

Science Abstracts. Series B. Electrical and Electronics Abstracts. 1903-
Covers all aspects of electrical and electronics abstracts in terms of journals, reports, books, dissertations, patents, and conference papers published in the English language. Arranged by subject with author, bibliography, book, conference, and corporate author indexes.

AI
QA
76
C542

Science Abstracts. Series C. Computer and Control Abstracts. 1966-
Includes journals, reports, books, dissertations, patents, and conference papers in all aspects of computers and control. Arranged by subject in accordance with the source's subject classification scheme, contents exclude all but English-language publications. Author, bibliography, book, conference, and corporate author indexes are included.

AI
IN
1
S67

Sociological Abstracts. 1953-
Arranged by broad subject headings (e.g. social structure) to cover periodical articles and papers. Indexed by author, specific subject, and periodical.

AI
3P
V01
V52

Veterinary Bulletin. Commonwealth Agricultural Bureaux. 1931-
Includes short descriptions of research reported in articles from several hundred publications from around the world. Divided into 25 subject categories including toxicology, anatomy, irology, viral diseases, and others.

AI
SB
611
W35

Weed Abstracts. Commonwealth Agricultural Bureaux. 1960-
Provides factual summaries and reports of the world's scientific and technical literature on weeds, weed control, and allied subjects. Several hundred publication from around the world are covered.

For a complete list of all A & I's held by the Library consult the A & I Guide in the Reference Department. This guide lists A & I's by title and by subject.

Using an Abstract

Most abstracts contain two parts; a subject section and the main body of the work.

The subject section is actually an index in the back of the abstract. It contains subject headings (often in bold face type) and descriptive phrases or titles below. These phrases are followed by an entry number (not a page number), which matches to a number in the main body of the work.

The main body contains the citation of the article and an evaluative and/or descriptive summary of its contents.

Often, there is also an author section which is also keyed to entry numbers, and leads one to the main body of the work.

Subject Index

Wheat
nitrogen, assimilation, 169, efficiency, 167, method of application, 171, rate of application, 170, 171, source comparison, 168, 172, time of application, 170
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Main Body

169 Nitrate Reductase as a Factor Affecting Nitrogen Assimilation During the Grain Filling Period in Spring Wheat. S. R. Simmons and D. N. Moss (Univ. Minnesota, St. Paul). *Crop Sci. 18* (4), 584-6 (July-Aug. 1978). An investigation was conducted in 1976 to determine whether or not nitrate reductase (NR) enzyme activity in shoots of two spring wheat (*Triticum aestivum* L. em Thell) cultivars limits N assimilation during the grain filling (post anthesis) period. Activity declined during the period in apparent association with senescence of the tissues. In contrast, when NR estimates were made by a modified assay in which no exogenous nitrate was supplied, activity was consistently low. This suggests that relatively little nitrate was available for reduction in these tissues although NR enzyme appeared to be there. The cultivars accumulated approximately 90% of their total reduced N before anthesis. Nitrogen accumulation predicted from the NR activities measured when nitrate was included was substantially greater than the accumulation actually observed. The minimal accumulation of reduced N after anthesis should not be attributed to the level of NR enzyme.

Example from Fertilizer Abstracts.

USE

Proc. Symp. Principles of Maintaining Productivity on Prepared Sites (held Mar. 21-22, 1978, Mississippi State Univ.). Editor, Tom Tippin. *New Orleans, Louisiana:* U.S. Forest Service; pp. 123-59 (1978). Strategies to maintain productivity of southern forests are developed with emphasis on ecological considerations. A basic thesis is that actions taken in anticipation of productivity declines will be more effective in the long run than attempts at restoration. Productivity could be substantially increased (and potential for declines minimized) if more care were exercised in selecting sites for intensive silviculture and in matching species to soil/site/climatic conditions. In harvesting and site preparation, a fundamental rule is to minimize displacement and loss of topsoil and organic residues. Ecological and economic considerations argue against unnecessarily intensive site preparation. Drainage and fertilization can be employed to enhance growth on large areas of inherently nutrient-deficient coastal lowlands. Knowledge of fertilizer characteristics and prescriptive technology also permits effective replacement of depleted nutrients. Control of modifying influences such as mycorrhizal symbionts, nitrogen-fixing plants, diseases and insects, wildlife, and atmospheric pollutants is important to sustained productivity. Aside from developing broad strategies to maintain productivity, need exists for achieving more flexibility in silvicultural prescriptions and practices to suit local conditions. Also needed are aggressive and effective advocacy for ecologically sound silviculture and more tangible encouragement of its application on the ground. (110 ref).

249 Surface Application of Gypsum and Ammonium Nitrate for Amelioration of a Black Solonetz Soil. M. R. Carter, R. R. Cairns, and G. R. Webster (Univ. Alberta, Edmonton, Alberta, Canada). *Can. J. Soil Sci. 58* (2), 279-82 (May 1978). Heavy rates of gypsum surface applied alone and in combination with ammonium nitrate to a Black Solonetz under dryland conditions favorably affected the chemical properties of the Ap and Bnt horizons and increased water penetration into the Bnt. Gypsum alone was equally as effective in ameliorating the soil as the combined treatment.

250 Effect of Depth of Lime Application on Yield of Two Corn Hybrids Grown on a Typical Ultisol of Puerto Rico. Raul Perez-Escolar and M. A. Lugo-Lopez (Univ. Puerto Rico, Mayagnez). *J. Agric. Univ. P.R. 62* (3), 203-13 (July 1978). Effects of lime applied at 20, 40, and 60 cm depth, and of calcium nitrate applied in the top 20 cm, on yield of two corn hybrids and on soil acidity factors in Humatas clay (a typical upland Ultisol of Puerto Rico) were determined. The first corn crop (Funk's G-795 W) revealed a significant linear relationship between corn yield and soil pH and exchangeable bases of the top 60 cm. The second crop (G-795 W) dry stover, did not reveal significant effects of soil acidity factors on yield. The third crop (Pioneer X-306 B hybrid) showed a highly significant quadratic effect of pH and soil acidity factors of the 0-60 cm zone on corn yield. The fourth crop (X-306 B) revealed a highly significant linear effect of pH and soil acidity factors on yield. Application of calcium nitrate resulted in low yields approximating those of unlimed treatments. Inactivation of ionic Al, particularly at lower soil depths, with concomitant improvement in root development and moisture uptake is considered the main reason for higher yields.

251 Effect of Depth of Lime Application on Yield and Foliar Composition of Soybeans Grown on a Typical Ultisol of Puerto Rico. Raul Perez-Escolar, M. A. Lugo-Lopez, and T. W. Scott (Univ. Puerto Rico, Mayaguez). *J. Agric. Univ. P.R. 62* (3), 224-31 (July 1978). Effects of lime applied at 20, 40, and 60 cm depths, and calcium nitrate applied in the top 20 cm, in terms of yield of two soybean crops, Jupiter variety, and on the factors of soil acidity in Humatas clay (a typical upland Ultisol of Puerto Rico) were determined. Significant correlations between soybean yield and factors of soil acidity of the topmost 60 cm of soil were measured in the first and second crops, respectively. A straight line equation best described the results. As long as 33 months following lime application in the top 20 cm layer, increases of soil pH and bases and subsequent decreases in the exchangeable Al content of the 20 to 40 cm layer beneath were evident and indicative of lime movement.

252 The Effect of Calcium Nutrition on the Incidence of Internal Rust Spot in the Potato. G. F. Collier, D.C.E. Wurr, and V. C. Huntington (Nat. Veg. Res. Stn., Wellesbourne, Warwick, England). *J. Agric. Sci. 91* (1), 241-3 (Aug. 1978). Tubers produced by potato plants grown in vermiculite and supplied with either 0, 1, or 3 *mM* calcium chloride solution developed brown necrotic lesions of internal rust spot. Plants supplied with 9 and 27 *mM* calcium chloride solution did not show the symptoms and had a substantially greater concentration of Ca in the tuber dry matter. It is concluded that internal rust spot is a physiological disorder associated with a low concentration of Ca in the affected tubers.

Annotated References

253 Sulfur Fertilization of Rice. C. H. Wang (Inst. Pesquisas IRI, Belem, Para, Brazil). *Sulphur Agric. 2*, 13-16 (1978). A review of S requirements, sources, and deficiencies for paddy rice is given.

254 Sulfur Deficiency of Lowland Rice in Indonesia. M. Ismunadji and I. Zulkarnaini (Central Res. Inst. Agric., Bogor, Indonesia). *Sulphur Agric. 2*, 17-19, 22 (1978). A review of soil S status of paddy soils, S responses, and effects of S on methionine and protein of paddy rice in Indonesia.

255 Molybdenum in Plant Nutrition: Molybdenum Fertilizing. Annotated Bibliography SP2026. Commonwealth Agricultural Bureaux, Farnham Royal, Slough SL2 3BN, England; 38 pp. Price £5.40 (1978) (104 ref).

256 Boron in Plant Nutrition: Boron Fertilizing (1970-1977). Annotated Bibliography SB2025. Commonwealth Agricultural Bureaux, Farnham Royal, Slough SL2 3BN, England; 46 pp. Price £5.40 (1978) (129 ref).

257 Principles of Plant Nutrition. Konrad Mengel (Justus Liebig Univ., Giessen, West Germany) and E. A. Kirkby. *Bern, Switzerland:* International Potash Institute; 593 pp. (1978). This comprensive treatise on plant nutrition is essentially a text-book for students of agriculture, horticulture, and forestry. It should also serve as a guide to anyone interested in fertilizers use, plant science, and crop production.

258 Nutrition Deficiencies of Crops. Yoshiaki Ishizuka (Hokkaido Univ., Japan). *Taipei, Taiwan:* Food and Fertilizer Tech Center (FFTC) Book Ser. No. 1, 100 pp. (Revised, Feb. 1978). This report describes and illustrates in color deficiencies of 13 nutrients for a wide range of tropical and temperate zone crops.

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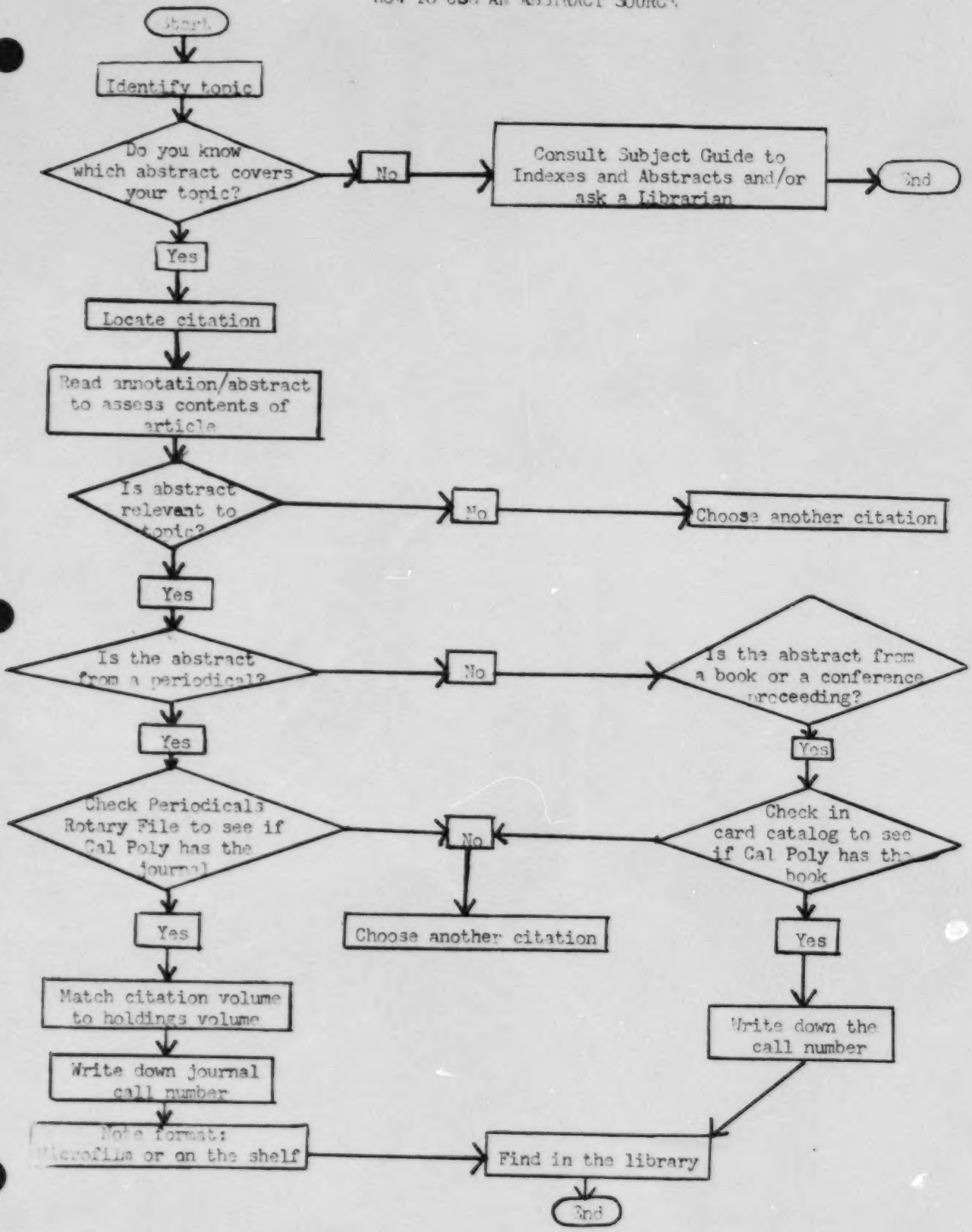
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NEWSPAPERS & NEWSPAPER INDEXES

Definition

Newspapers are valuable primary source materials for current and historical events. They also provide reviews (books, films, restaurants, theatre), articles on educational and financial developments, biographical features, and chronologies of popular opinions.

Location

The current issues of the Library's newspaper collection are located on racks on the far west wall of the Reference Room, Room 108. The collection provides a worldwide sampling of the news.

Foreign titles include:

Excelsior (Mexico City)
Le Mond (Paris)
Times (London)
Die Zeit, Wuchenzeitung fur politik, Wirtschaft, Handel Und Kultur (Hamburg)

Large U.S. cities include:

Chicago Tribune
Christian Science Monitor
Los Angeles Times
Sacramento Bee
San Francisco Chronicle
Wall Street Journal
Washington Post

Local Newspapers include:

Atascadero News
Central Coast Times
Five Cities Times - Press - Recorder
San Luis Obispo County Telegram Tribune
Sun Bulletin

To find a particular newspaper, consult the Public Serials List on microfiche. There is an entry, alphabetically arranged by title, for each newspaper received. Information on subscription years and format (paper or microfilm) is also included.

To find a recent issue of a newspaper, go to the Current Periodicals Area on the second floor.

NEWSPAPERS & NEWSPAPER INDEXES

Photocopy

Copies of newspaper articles can be obtained on the coin-operated copiers on each floor in the Photocopy Room. The cost is 5¢ per page, and the machines accept quarters, dimes, and nickels.

Hard copy facsimiles of newspaper articles found on microfilm may also be obtained. Fill out a microform duplication form from the Photoduplication Room on the first floor. The charge for this service is also 5¢ per page and a member of the library staff will make the copies for you. Duplication of articles must comply with the 1976 Copyright Law.

Newspaper Indexes

Several major national newspapers have corresponding indexes which can save extra time in identifying specific newspaper articles. They are often available in monthly and annual issues.

Most entries in newspaper indexes are arranged alphabetically by subject, but some indexes also contain a separate section for personal names. "See" and "See also" references are often included.

The New York Times Index is the most complete and useful newspaper index for locating information about an event or person, and for identifying the specific date of an event.

Newspapers with Newspaper Indexes

Title of Newspaper		Title of Index	
Chicago Tribune, 1972-1976		Chicago Tribune Newspaper Index	1972-1976
Christian Science Monitor	1949-	Christian Science Monitor	1954-
Los Angeles Times	1950-	Los Angeles Times Newspaper Index	1972-
National Observer	1962-	National Observer Index	1966-1976
New York Times	1851-	New York Times Index	1851-
San Francisco Chronicle	1865-	San Francisco Chronicle Newspaper Index	1976-
SLO Telegram-Tribune	1939-	SLO Telegram-Tribune Index	1979-
The Times (London)	1929-	Index to the Times (London)	1929-
Times-Picayune (New Orleans)	1972-1976	Times-Picayune (New Orleans)	1972-1976
Virginia Gazette	1736-1780	Virginia Gazette Index	1736-1780
Wall Street Journal	1934-	Wall Street Journal Index	1955-
Washington Post	1972-	Washington Post Newspaper Index	1972-

SAN FRANCISCO CHRONICLE INDEX

SAN FRANCISCO CHRONICLE	1970 MO	DY	SEC	PG	C/S
FOOD SERVICE					
S A BATTERIES					
S A RESTAURANTS					
FOOD SERVICE FIRM SIGNS PACT TO FEED INMATES AT S F CITY JAILS	08	02		03	1*
'INSTITUTIONS' MAGAZINE REPORTS ON LARGEST FOOD SERVICE FIRMS	08	04		25	2*
WHITE COLUMN ON CANTEEN CORP INDUSTRIAL CONTRACT FOOD SERVICE	08	09		23	1
1'LL BE TALKTASE IN PRICE OF HOT DOGS AT CANDLESTICK PARK	08	20		40	3L
SAGA CORP FOOD SERVICE COMPANY VIEWED	10	22	C	12	1*
WHITE COLUMN ON RESTAURANT & FAST FOOD BUSINESS	11	30		25	1
CATERERS FRED ROTH & TED DEUTSCH VIEWED	12	17	CAL	43	1*
FOOD SUPPLY					
WERNER VON BRAUN S PLAN TO END WORLD HUNGER IN 20 YEARS STALLED	02	27		14	1*
BRAZIL S GROWING FOOD CRISIS VIEWED	06	23		32	4
U N U S AGRICULTURE REPORT ON FUTURE OVERPOPULATION & FOOD SUPPLY	08	24		01	2
TAFT COLUMN ON HUNGER	10	01	B	03	5C
WORLD BANK STUDY OF WORLD S CHILDREN & HUNGER VIEWED	12	22		20	2
FOOTBALL					
CHAPIN COLUMN ON FOOTBALL VIOLENCE	01	01	B	01	1C
HILL COLUMN ON SUPER BOWL III	01	12		46	5C
ROSE & TEAM TO MEMORIALIZE JOE ROTH	02	19	C	07	1*
ARAMCO S PUSH TO RELOCATE L A RAMS IN ORANGE COUNTY VIEWED	03	12	PUR	08	2*
ROSENBAUM COLUMN ON S F 49ERS INTEREST IN O J SIMPSON	03	13		48	1C
NCAA JUNIOR DIVISION FOOTBALL RESTRUCTURING PLAN FAILS	03	15		59	1
BID WILKINSON RETURNS TO FOOTBALL AS ST LOUIS CARDINALS COACH	03	15		59	5*
ROSENBAUM COLUMN ON NATL FOOTBALL LEAGUE & TELEVISION MONEY	03	15		62	1C
NATL FOOTBALL LEAGUE TO TEST OFFICIATING WITH TV REPLAYS	03	18		41	5
NATL COLLEGIATE ATHLETIC ASSN FOOTBALL COMM RESHUFFLE VIEWED	03	19	C	05	1
S F 49ER S ACQUIRE O J SIMPSON	03	25		39	5*
ROSENBAUM COLUMN ON NATIONAL FOOTBALL LEAGUE CHEERLEADERS	04	06		50	1C
O J SIMPSON I BUST SCHEDULE DISCUSSED	04	09	PUR	08	2*
L A RAMS PLAN TWO CHEERLEADER SQUAD	04	21		46	2*
DALLAS COWBOY RUNNING BACK, TONY DORSETT, VIEWED	04	29		44	2*
PACIFIC 10 CONF ADOPTS FORMULA FOR PICKING ROSE BOWL TEAM	05	11		61	5
RACIAL IMBALANCE IN THE NATIONAL FOOTBALL LEAGUE VIEWED	05	12		61	2
LEADING QUARTERBACK DOUG WILLIAMS MAKES HISTORY IN NFL DRAFT	05	16		59	2*
O J SIMPSON & THE S F 49ER S DISCUSSED	05	21	PUR	08	2*
NATIONAL FOOTBALL LEAGUE CHEERLEADERS DISCUSSED	05	28	PUR	08	2*
STANFORD S ALL AMERICA TACKLE GORDON KING INTERVIEWED	06	04	PUR	08	2C
NFL MAY ADOPT RULE BARRING OWNERS FROM INTEREST IN OTHER TEAMS	07	15		47	1
ROSENBAUM COLUMN ON NFL PLAN TO KEEP OWNERS FROM OTHER SPORTS	07	23	PUR	08	2C
L A RAMS DECIDE TO MOVE TO ANAHEIM STADIUM	07	24		55	5
L A RAMS COACH GEORGE ALLEN HOLDS TOUGH EARLY SEASON PRACTICES	08	07		48	2*
BID WILKINSON TAKES OVER AS HEAD COACH OF ST LOUIS CARDINALS	08	10		68	2*
J TATUM DISCUSSES HIS EXPOSE OF COLLEGE FOOTBALL RECRUITING	08	12		11	1
TATE FIRE HEAD COACH GEORGE ALLEN	08	14		45	1*
ARREST FIRING OF L A RAMS HEAD COACH GEORGE ALLEN VIEWED	08	15		41	5
OAKLAND RAIDERS S F 49ERS FOOTBALL RIVALRY DISCUSSED	08	19		45	2*
DICKEY COLUMN ON ADELE S RAIDERS CAMP & JIM PLUNKETT	08	21		46	5C
DARRYL STINGLEY & INJURIES IN THE NATL FOOTBALL LEAGUE DISCUSSED	08	22		46	2*
PROFILE ON HOUSTON OILERS' EARL CAMPBELL VIEWED	08	23		62	2*
SPANGLER COLUMN ON S F 49ER S & JIM PLUNKETT & GENE WASHINGTON	08	31		66	5
END OF SEGREGATION WITHIN UNIV OF ALABAMA FOOTBALL PROGRAM EYED	09	05		48	2*
TAYLOR & COLLEGE FOOTBALL TRAINING CAMP VIEWED	09	06		55	1*
ATTITUDES OF BLACK ATHLETES AT UNIV OF ALABAMA DISCUSSED	09	06		58	2*
ROSENBAUM COLUMN ON FOOTBALL ON TELEVISION	09	10	PUR	08	2C
HILL COLUMN ON VIOLENCE IN THE GAME OF FOOTBALL	09	11		45	5C
DR A T RANDALL CITES ABUSE OF 'PEP PILLS' BY FOOTBALL PLAYERS	09	16		02	1
DR PETER BOURNE ADDRESSES FUND RAISER FOR DR ARNOLD MANDELL	09	17	A	08	1*
ROSENBAUM COLUMN ON PROFESSIONAL FOOTBALL QUARTERBACKS	09	17	PUR	08	2C
DISTRICT PLAYERS IN NATL FOOTBALL LEAGUE HISTORY VIEWED	09	20		59	1*
STOREY COLUMN ON NATL FOOTBALL SAFETY RULES	09	23		46	5C
S F 49ER S O J SIMPSON THINKS ABOUT RETIREMENT	09	24	C	09	1
CHICAGO BEARS DEFENSIVE COORDINATOR BEN HEBER VIEWED	09	30		46	1*
NATIONAL FOOTBALL LEAGUE S DECISION ON CHEERLEADERS VIEWED	10	05		63	5
WORLD FOOTBALL LEAGUE FIGURE NORMIE LOUDY VIEWED	10	05		46	2*
DANCE COLUMN ON PRO FOOTBALL CHEERLEADERS	10	09	B	03	4C
TICKET COLUMN ON OAKLAND RAIDER COACH JOHN MADDEN	10	09		52	5C
MOVIE GATHER ON PROFESSIONAL FOOTBALL CHEERLEADERS	10	11		57	4C
NFL OILERS SAINTS COACH DICK NOLAN RETURNS TO S F	10	14		44	2*
TEXAS CELEBRITY TURKEY TROT, BY PETER GENT, REVIEWED	10	15	NOR	52	2N
'DON T WAIT HIM, HE S DEAD' BY JOHN MC DONOUGH, REVIEWED	10	15	NOR	54	1N
OAKLAND RAIDERS 2ND WOMAN TELEVISION REPORTER FROM LOCKER ROOM	10	17		45	6
ROSENBAUM COLUMN ON S F 49ERS OWNER S RECENT LOW SUNDAYS SHOW	10	17		46	1C
EXCERPT FROM 'GEORGE PLANDA S BOOK 'OVER FORTY'	10	22	CAL	36	1*
STORIES ON BLACK ATHLETES AT STANFORD, THE RALSTON YEARS	10	25		59	1
FEATURE ON WASHINGTON REDSKINS QUARTERBACK JOE THEISMAN	10	25		61	1*
WASHINGTON REDSKINS COACH JACK PARDEE VIEWED	10	25		62	2*
SIX IN SERIES ON STANFORD UNIVERSITY & THE BLACK ATHLETE	10	27		71	2*
S F 49ER S FIRE COACH DICK NOLAN	11	01		55	1*
FORMER NFL CHEERLEADERS CRITICIZE TEAM MANAGERS	11	02		59	3
NFL S JOHN MADDEN COACH FREE TO COMMENT	11	02		59	3*
SETTING UP FOR 'SUNDAY NIGHT FOOTBALL' TO SHOW IN OAKLAND VIEWED	11	05	CAL	51	2*
ROSENBAUM COLUMN ON S F 49ER S JOE THOMAS	11	13		52	1C
GEORGE ALLEN S DUBIOUS ABSENCE FROM FOOTBALL COACHING VIEWED	11	14		58	2*
MEDICAL CONDITION OF FOOTBALL PLAYER DARRYL STINGLEY VIEWED	11	21		55	1*
'PLAYBOY' MAGAZINE S FEATURE ON NFL CHEERLEADERS VIEWED	11	21		55	4*
S F 49ERS OWNER EDDIE DE BARTOLO VIEWS NEW MANAGER JOE THOMAS	11	21		55	5
DALLAS COWBOYS FOOTBALL TEAM BARS ALL REPORTERS FROM LOCKER ROOM	11	22		52	1
PROFESSIONAL FOOTBALL & GAMBLING POINT SPREADS DISCUSSED	11	22		52	2

SUBJECTS	1968	ARTICLE WITH PHOTO *
FOOD SERVICE		

SAN FRANCISCO CHRONICLE	1970 MO	DY	SEC	PG	C/S
FOOTBALL /CONT/					
HEISMAN TROPHY CANDIDATE OBIE GRAVES VIEWED	11	23		64	2*
NATL FOOTBALL LEAGUE COMR ROZELLE EYED FOR L.A. OLYMPIC POST	11	25		39	1
ROSENBAUM COLUMN ON FOOTBALL OFFICIALS	11	26	PUR	08	3C
FORMER PROFESSIONAL QUARTERBACK SAMMY BAUGH VIEWED	11	29		54	2*
OKLAHOMA RUNNING BACK BILLY SIMS WINS HEISMAN TROPHY	11	29		57	1
ROSENBAUM COLUMN ON 'MONDAY NIGHT FOOTBALL' & CHARGES IN S.F.	11	29		62	1C
S F. 49ER MANAGEMENT DELAYS DECISION ON HEAD COACH FRED O CONNOR	12	01		74	2*
NATL FOOTBALL LEAGUE PLAYER JIMMY CEFALO VIEWED	12	03		50	2*
NFL ROOKIE JIMMY CEFALO DISCUSSES CAMPUS LIFE & FOOTBALL	12	04		42	3*
FOOTBALL COACH GEORGE ALLEN SEEKS A JOB	12	07		75	3
ROSENBAUM COLUMN ON NATL FOOTBALL LEAGUE COACH JOHN MC KAY	12	10	PUR	08	2C
FRAN TARKENTON DISCUSSES THE QUARTERBACK POSITION	12	13		70	2*
HIRING & FIRING OF PROFESSIONAL FOOTBALL COACHES DISCUSSED	12	20		55	3*
PROFESSIONAL FOOTBALL OFFICIALS VIEWED	12	21		54	2*
NBC-TV FACES DILEMMA OVER SUPER BOWL ANNOUNCERS	12	22		65	5
U. S. DIST COURT CASE RIGHTS NATL FOOTBALL TELEVISION 'BLACKOUTS'	12	24	C	01	6
EDITORIAL ON TICKET PRICES IN THE NATIONAL FOOTBALL LEAGUE	12	24	PUR	01	2E
'TV GUIDE' REPORT ON FOOTBALL BOWL GAMES & TELEVISION VIEWED	12	27		51	1
L A RAMS FOOTBALL COACH RAY MALAVASI VIEWED	12	29		54	2*
ISRAEL COLUMN ON OHIO STATE FOOTBALL COACH WOODY HAYES	12	31	C	01	1C
FIRING OF OHIO STATE FOOTBALL COACH WOODY HAYES VIEWED	12	31	C	06	1*
ROSENBAUM COLUMN ON STANFORD QUARTERBACK STEVE DILS	12	31	PUR	08	1C
FORD FOUNDATION					
FORD FDN AWARDS GRANTS FOR CONTRACEPTIVE RESEARCH	11	06		03	3
FORD MOTOR COMPANY					
FORD RAISES PRICES OF 1970 MODELS	01	11		23	4
FORD MOTORS WON T QUIT SOUTH AFRICA	01	20		39	3
FORD MOTOR CO., CAR AND TRUCK SUPPLIER TO THE STARS, EYED	01	22	SCE	06	1
1ST SHOWING OF MODEL A FORD AT S F S CIVIC AUDITORIUM RECALLED	02	05	CAL	26	1*
JURY ORDERS JUDGEMENTS AGAINST FORD MOTOR CO. IN PINTO EXPLOSION	02	08		05	1*
ANNOUNCEMENT OF FORD HIRING AT RIVER ROUGE COMPLEX VIEWED	02	20		47	3*
HENRY FORD II MANEUVERS TO KEEP FAMILY AT TOP OF FORD MOTOR CO.	03	18		29	3*
FORD MOTOR CO. BOOSTS ITS TECHNICAL STAFF BY 140	03	12	C	17	3
AUTOMOBILE SALES IN EARLY MARCH FOR BIG 4 AUTOMAKERS VIEWED	03	15		07	5
WHTSA ISSUES WARNING ON SOME FORD MOTOR CO. TRANSMISSIONS	03	21		16	4
JUDGE SLASHES $128.5 MILLION JURY AWARD AGAINST FORD MOTOR CO.	04	01		03	1
SALES OF BIG 4 U.S. AUTOMAKERS FALL IN LATE MARCH	04	05		25	2
MUHAMMAD ALI TO PROMOTE FORD MOTOR CO. MOTORCRAFT PARTS	04	12		27	5
FORD RAISES PRICES ON THREE MODELS	04	10		10	1
FOUR FORD MOTOR CO. SHAREHOLDERS FILE $50 MIL. SUIT	04	24		29	4
FORD MOTOR CO. REPORTS FIRST QUARTER EARNINGS	04	29		31	2
CONTROVERSY AT FORD MOTOR CO. ANNUAL MEETING VIEWED	05	12		31	3*
SHAREHOLDER SUIT AGAINST FORD MOTOR COMPANY VIEWED	05	18		29	2*
FORD MOTOR CO. ANTI-TERRORISM SPY TAL GRANADA DESCRIBED	05	20	B	05	1
FORD MOTOR CO. FIGHTS WHTSA ORDER ..O REPAIR OF CAPRI WIPERS	06	04	A	12	1
PROBE OF FORD MOTOR SUBSIDIARY & INDONESIAN GENERAL VIEWED	06	05		11	3
EXECUTIVE SHAKEUP AT FORD MOTOR COMPANY VIEWED	06	09		29	2*
FORD MOTOR CO. TO RECALL 1.5 MIL PINTOS & 30,000 MERCURY BOBCATS	06	19		01	6
FORD MOTOR CO. & FIAT TO COOPERATE WITH WHTSA SAFETY CHECK	06	14		03	1
FORD MOTOR CO. CELEBRATES ITS 75TH BIRTHDAY	06	16		31	3
FORD MOTOR CO. STOCKHOLDER SUIT IS AMENDED	06	20		31	1
ANOTHER FORD MOTOR CO. PINTO EXPLODES INTO FLAMES	07	10		05	6
FORD MOTOR COMPANY BONUS TO OUSTED EXECUTIVE VIEWED	07	11		47	4*
LEE A. IACOCCA IS OUSTED AS FORD MOTOR COMPANY PRESIDENT	07	14		31	3
OUSTER OF FORD MOTOR CO. PRESIDENT LEE IACOCCA DISCUSSED	07	15		48	3*
OUSTER OF FORD MOTOR CO. PRESIDENT LEE IACOCCA DISCUSSED	07	16	C	11	2*
HENRY FORD II & FORD MOTOR CO. CORPORATE EMPIRE VIEWED	07	19	C	11	4*
FORD MOTOR CO. RECALLS 1,475,000 VEHICLES FOR EMISSIONS DEFECT	08	04		03	1
FORD MOTOR CO. PLANS TO BUILD BIG PLANT IN CANADA	08	05		44	3
U.S. DOT IMPOUNDS FORD PINTO WHOSE GAS TANK EXPLODED IN ACCIDENT	08	12		03	1
WHTSA ISSUES WARNING COVERING 9 MILLION FORD MOTOR VEHICLES	08	29		03	1
RALPH NADER RELEASES REPORTS ON CHEVROLET VEGA & FORD PINTO	08	31		25	1
FORD MOTOR CO. OPENS CONSUMER HOTLINE ON TRANSMISSIONS	09	01		02	1
FORD MOTOR OPENS HOT LINES FOR TRANSMISSION COMPLAINTS	09	12		03	1
GRAND JURY IN INDIANA INDICTS FORD MOTOR CO. IN PINTO DEATHS	09	14		01	6
NEW FORD MOTOR CO. PRES. PHILIP CALDWELL VIEWED	09	15		33	2*
FORD MOTOR'S URUGUAYAN SUBSIDIARY EXECS JAILED OVER IMPORT DUTY	09	16		19	1
D FLAHERTY COLUMN ON FORD MOTOR CO 'S 1953 TELEVISION SPECIAL	10	05		50	1*
OUSTED FORD MOTOR EXEC LEE IACOCCA TO HEAD CHRYSLER CORP.	11	03		35	2*
FTC MOVE ON FORD MOTOR CO. ENGINE DEFECT VIEWED	11	09		10	1
FORD MOTOR CO. AUDIT REVEALS PROBLEMS WITH ADVERTISING AGENCY	11	23		43	2
BRITAIN IMPOSES 'SANCTIONS' ON FORD FOR EXCESSIVE PAY BOOST	11	29		14	1
FORD AGREES TO NOTIFY OWNERS OF LITTLE KNOWN WARRANTY	11	29		14	3
WHTSA REPORTS DEFECT IN FORD TRUCK STEERING MECHANISMS	12	04		02	4
BIG 1970 RECALL OF FORD CARS, TRUCKS & VANS VIEWED	12	23		00	4
FOREIGN AID					
SEE ECONOMIC ASSISTANCE (INTERN IONAL)					
FOREIGN BANKS & CORPORATIONS IN THE UNITED STATES					
SEE HAYAKAWA S ANNOUNCEMENT IN JAPAN ON SONY CORP, CONFUSES CO.	01	11		00	5
COMPETITION IN BID TO ESTABLISH SUBSIDIARIES OF GERMAN COS. EYED	01	23		52	2
MOSKOWITZ COLUMN ON U.S. FIRMS OWNED BY FOREIGN INTERESTS	04	16	PUR	08	2C
1ST IN SERIES ON FOREIGN BANKERS IN SAN FRANCISCO	05	21	CAL	04	1*
2ND IN SERIES ON FOREIGN BANKS IN SAN FRANCISCO	05	28	CAL	04	2*
U.S. SENATE REJECTS TREATY GIVING TAX BREAKS TO BRITISH FIRMS	06	24		06	1
EDITORIAL ON U.S. SENATE REJECTION OF TREATY WITH BRITAIN	06	27		38	1E
U.S. SENATE APPROVES TREATY WITH BRITAIN WITHOUT TAX SECTION	06	30		00	5

SUBJECTS	1968	ARTICLE WITH PHOTO *

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LOS ANGELES TIMES INDEX

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AGE OF MAJORITY -CONT-						AGRICULTURAL LABOR					
EDITORIAL ON THE LEGAL DRINKING AGE IN CALIFORNIA	02	17	II	06	1E	-SEE- FARM LABOR					
LTE ON PROPOSED AMENDMENT TO LOWER LEGAL DRINKING AGE IN CAL.	02	21	II	04	4L						
3 LTE'S ON 2/17/78 EDITORIAL ON THE LEGAL DRINKING AGE	03	01	II	04	5L	AGRICULTURAL ORGANIZATIONS					
CAL. SENATE REJECTS BILL TO LOWER LEGAL DRINKING AGE TO 19	06	30	I	03	2	-S A- AMERICAN FARM BUREAU FEDERATION					
MINIMAL IMPACT SEEN AS RESULT OF YOUTH VOTE	08	31	1B	03	1	ANGRY FARMERS STORM MAIN OFFICE OF USDA IN WASHINGTON, D.C.	03	17	I	07	1
						USDA SECY BERGLAND MEETS WITH PROTESTING FARMERS	03	18	I	08	1
AGED						FARM STRIKE IN U.S. ENTERS THIRD MONTH	03	29	I	07	1
-S A- CENTENARIANS						CAL. FARM BUREAU ENDORSES JARVIS PROPERTY TAX INITIATIVE	03	30	I	26	3
CAL. LEGISLATIVE AUDITOR GEN. REPORTS ON SERVICE TO THE ELDERLY	01	01	I	02	5	CAL. FARM GROUPS SEEK TO BLOCK RULING ON PESTICIDE APPLICATION	04	20	I	03	1
ROBERT RATHAN COLUMN ON YEARS OF A MAN'S LIFE	01	02	II	05	1C	CAL. WOMEN FOR AGRICULTURE VOICE CONCERN FOR FARM LEGISLATION	04	26	I	24	1
POST OFFICE INVESTIGATES 2 GROUPS REPRESENTING THE ELDERLY	01	03	I	08	1	CAL. FARM GROUP SHIFTS ENDORSEMENT FROM MADDY TO DAVIS	05	03	I	32	1
INTERLANDI CARTOON ON AGING	01	03	II	05	1C	ELEVEN U.S. FIRMS CRITICIZE COMMON MARKET DUTIES ON U.S. CORN	12	27	III	13	3
SAMUEL HACHT DISCUSSES NATION'S SENIOR CITIZEN HOUSING CRISIS	01	15	B	13	1						
SUMMARY OF CONF. ON AGING HELD AT MOORPARK COLLEGE IN CAL.	01	22	B	01	2*	AGRICULTURE					
FEATURE ON U.S.-FUNDED FREE MEAL PROGRAM FOR AGED IN INTO COUNTY	01	22	V	01	4*	-S A- AGRICULTURE & STATE					
"AFTER SLAYING THE DRAGON", COMPILED BY LINDA ROLLINS, REVIEWED	02	01	IV	06	1B	USDA REPORTS AMOUNT OF LAND USED FOR FARMING CONTINUES TO SHRINK	01	03	III	18	2
CONRAD CARTOON ON AMERICA'S CONVALESCENT CARE OF THE AGED	02	07	II	07	1C	ALGAE FROM ORE. S UPPER KLAMATH LAKE MAY BE SOLD AS ANIMAL FEED	01	04	I	23	1
INTERLANDI CARTOON ON SATCHEL PAIGE BROMIDE ON AGING	02	10	II	07	1C	FARM STRIKE LEADERS PRESENT PLAN TO USDA SECY BERGLAND	01	07	I	10	1*
LTE ON 2/7 CONRAD CARTOON ON CARE OF THE AGED	02	19	VIII	04	5L	ANGRY WIRE FARMERS PROTEST INSTALLATION OF HIGH-VOLTAGE LINES	01	08	I	06	1
GOODMAN COLUMN ON GRAY PANTHER LEADER, MAGGIE KUHN	02	22	II	07	1C	USDA TRACES USE OF FARMS SINCE 1910	01	12	III	17	1
SEIDENBAUM COLUMN ON IDEA OF A RESIDENCE HALL FOR OLDER PEOPLE	02	24	IV	01	3C	CAL. ASSEMBLY COM. REJECTS MOVE TO REVISE FARM LAND-USE BILL	01	19	I	03	1
DATE SYMPOSIUM ON AGE AT UC SAN FRANCISCO VIEWED	02	28	IV	01	4*	STRIKING FARMERS CONVERGE ON D.C. TO LOBBY FOR PRICE PARITY	01	19	I	04	1
ROBERT SAMUELSON COLUMN ON EFFECT OF AGED ON THE FEDERAL BUDGET	03	12	V	03	2C	LTE ON EDITORIAL ABOUT CAL. FARM LAND-USE ISSUE	01	19	II	06	6L
HARRY HENRY DISCUSSES HIS INFORMATION DIRECTORIES FOR THE AGED	03	22	IV	01	4*	FARMERS LOBBY FOR PRICE PARITY IN WASHINGTON, D.C., DETAILED	01	22	I	05	1*
OBSTACLES TO COURTSHIP & MARRIAGE IN THE LATER YEARS DISCUSSED	03	25	1A	01	1	2 BILLS TO CURB LOSS OF PRIME FARM LAND CLEAR CAL. LEGIS. COMS.	01	24	I	28	1
D. HARVEY DISCUSSES STRUGGLE TO FORM "SCHOOL FOR ALL SEASONS"	04	02	1B	06	1	EDITORIAL ON URBAN EXPANSION INTO AGRICULTURAL LANDS	01	30	II	04	1E
EXPERIMENT ON PROGRAM FOR THE AGED AT UNIV. OF SAN DIEGO ETED	04	10	II	01	4	CONRAD CARTOON ON THE FARMERS STRIKE	01	30	II	05	1C
PATIENTS AT S.F. NURSING HOME FIGHT STATE ORDER TO LEAVE CENTER	04	20	IV	01	2*	CAL. LEGISLATURE PASSES 2 FARMLAND BILLS	01	31	I	03	5
LETTER TO THE EDITOR ON CRIMES COMMITTED AGAINST THE ELDERLY	04	21	II	06	5L	FOREIGN INVESTMENT IN U.S. FARMLAND DISCUSSED	02	06	I	01	1
L.A. MAYOR ANNOUNCES POSTAL ALERT PROJECT FOR AGED IN DISTRESS	04	25	II	01	2	UNITED FARM WORKERS CALL OFF BOYCOTT AGAINST LETTUCE & GRAPES	02	01	I	01	6
USC'S CONFERENCE ON 'YOU & YOUR AGING PARENTS' VIEWED	05	12	IV	01	2*	WASH. STATE UNIV. FARM ECONOMISTS DISCUSS PARITY FOR FARMERS	02	13	III	11	3*
ELDERLY WAIT IN LINE AT NEW HOUSING UNIT IN MONTEREY PARK	05	16	II	01	2*	2 LTE'S ON 1/29/78 EDITORIAL ON RESTRAINING URBAN SPRAWL	02	15	II	06	6L
NEW CAREER OPPORTUNITIES AIDS ELDERLY INTO SECOND CAREERS	05	21	V	01	2*	FLOODING DAMAGES PRIME FARMLAND & CROPS IN SALINAS RIVER VALLEY	03	06	II	01	1*
CAL. CONTROLLER SAYS AGED TO RECEIVE PROPERTY TAX & RENT AID	06	28	I	31	4	NEW JERSEY EMBARKS ON PROGRAM TO PRESERVE SOME OF ITS FARMLAND	03	17	LA	02	1
CAL. COM. HEARS TESTIMONY ON ROLE OF THE DISABLED IN TAX REVOLT	07	02	I	03	1	HARRIAN LENZEN, NEBRASKA FARM WIFE, WRITES COLUMN ON FARM PRICES	03	19	V	06	1C
U.S. HEALTH COM. RECOMMENDS FLU VACCINE FOR ELDERLY	07	08	I	16	5	RADISH KING FRANK CAPURRO RAISES RADISHES IN POSS LANDING, CAL.	03	20	III	12	3*
BARBRA BESHOAR ARTICLE ON THE COURAGE OF AN ELDERLY WOMAN	07	16	IV	05	1E	GOV. BROWN LUNCHES IN SACRAMENTO WITH NINE AGRICULTURAL LEADERS	03	21	I	03	4
SKATE SENIOR CITIZENS PROTEST POST-PROP. 13 RENT INCREASES	07	17	I	03	5	U.S. SENATE APPROVES PACKAGE OF FARM-RELIEF BILLS	03	22	I	01	1
U.S. HOUSE APPROVES FED. PLAN GIVING AGED A BREAK ON RENT HIKES	07	22	I	12	1	ARID-LAND AGRICULTURE OF THE SONORAN DESERT IN MEXICO DISCUSSED	03	26	I	35	1
U.S. SENATE APPROVES $2 BIL. 2-YR EXTENSION OF PROGRAM FOR AGED	07	25	I	08	3	FRANK MITTELBACH ARTICLE ON LOSS OF CAL. AGRICULTURAL LAND	03	26	VI	03	3C
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SUBJECTS 1968 ARTICLE WITH PHOTO * SUBJECTS 1968 ARTICLE WITH PHOTO *

AGE OF MAJORITY -CONT-

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AGING, East Bronx Council on. See also Crime – NYC. Jl 23, Robberies – NYC. Ap 13
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Maryland publishes compilation of official papers from term as Gov, at cost of $23,203 and despite Agnew's opposition (S). Ja 29.8.1

Agnew offers h[illegible] Arnold, Md, home for sale for $150,000 to $145,000 (S). F 3.29.1

Justice Dept rept released by Fed ct, Baltimore, indicates Agnew violated parole on income tax evasion conviction at least once; hearing set but no action expected; probation has now ended (S). Mr 5.6.6. US Appeals Ct refuses to intervene in suit accusing former Vice Pres Agnew of violating terms of probation imposed after his no contest plea to charges of income tax evasion (S). Mr 16.12.6; Judge Roszel C Thomsen finds Agnew apparently violated Fed law on gifts from foreign countries, but rules out any further action on atty Sam Polur's suit charging Agnew violated his probation (S). Mr 23.16.6. Agnew holds J Walter Jones 2d, sentenced to 3 mos in jail for soliciting illegal '72 Pres campaign contribution, is being punished because of his assn with him. Jones allegedly collected kickbacks from contractors for Agnew when he was Baltim[illegible]county Exec and Md Gov (S). Ap 5.14.1

G[illegible] newspaper Vilma repts Agnew will become 'special pol[illegible]al commentator' for 2 Amer TV networks; quotes Agnew as saying he hopes to resume his pol career; Agnew and wife are visiting Greece (S). My 2.63.6

Newsweek repts that Nixon, in TV int to be broadcast on May 25, defends Agnew as victim of traditionally corrupt pol in his home state of Md (S). My 23.13.5. **Nixon reptdly will say in 4th TV int with David Frost that from moment he learned about investigation of Agnew, he knew Agnew was going to get it**; describes being told by Agnew of his [illegible]ence, then being told by Henry E Peterson of Justice Dept that case against Agnew was strong. My 25.19.1. **Nixon says it 'didn't really make any difference' to him if Agnew was innocent or guilty of charges against him**, TV int says he was pragmatic about matter; says he does not blame Agnew for probably feeling angry that he, Nixon, did not 'put the arm on Elliot Richardson' to ease charges (M). My 26.12. **excerpts**, illus. My 26.II.6.1; J Millard Tawes, who preceded Agnew as Gov of Md, disputes contention Nixon says Agnew made to him, that kickbacks by contractors to Md po figures was 'common practice'. My 29.4.1. Nixon's attitude about charges brought against Agnew, expressed in TV int with David Frost, revd. My 29.IV.1

IRS says Agnew owes $113,966 in additional taxes and penalties for '73, yr he resigned as Vice Pres (S). Je 24.6.6

Circuit Ct Judge Bruce C Williams refuses to dismiss civil suit seeking restitution from Spiro Agnew and 2 former assocs for 'substantial sums' allegedly paid them by Md contractors as bribes; attys for Agnew and Jerome B Wolff and I H Hammerman 2d sought dismissal of suit (M). S 2.B 3

Son Randy buys house in Tullahoma, Tenn, where he is employed in clothing factory (S). S 7.III.2.4

Ex-Solicitor Gen Robert H Bork says he and ex-Atty Gen Elliot L Richardson were prepared to resign in '73 after becoming convinced that ex-Pres Nixon did not want ex-Vice Pres Agnew indicted in bribery case because of arguments by key aides; int in New Haven (Conn) Register (S). O 1.4.6

AGNEW, Spiro Theodore (Mrs). See also Agnew, Spiro Theodore. My 2

AGNIHOTRI, B K (Dean). See also India – Pol. Mr 22

AGNON, Shmuel Yosef (1888-1970). See also Books – Book Fairs. S 2

AGORAPHOBIA. See also Psychology. D 10.II. D 4

AGORSEY, Atsuvey. See also Ethiopia. Je 25

AGOSTI, Orlando (Brig). See also Argentina – Pol. Mr 25

AGOSTO, Frank. See also Murders – NYC, Stevens, Eugene (Dr). My 27

AGR-Women, American
Hold conv, Green Bay, Wisc. illus (M). N 14.44.1

AGRARIAN Confederation, National (Para). See also

AGRAST, Mark David. See also Scholarships, Awards. O 3

AGRI Products Division of Cone Industries Inc. See also

AGRICULTURE and Agricultural Products – Cont

Cooperatives
Crop Controls and Subsidies
Finances
Irrigation
Labor
Prices
Real Estate
See also
Commodities (for inclusion). Elec Light – US – Rural Elec. Fertilizer. Food. Pesticides. Rural Areas. Geog headings. Product names

Agr Sec Bob Bergland will try to negotiate global agreements on buffer stocks and 'price corridors' to protect world's farmers and consumers against wild gyrations in supplies and food costs (S). Ja 29.27.3. Dutch Govt appts Prince Bernhard chmn of comm to study soil erosion in underdeveloped nations (S). F 5.16.5

Rocket engineer Krafft A Ehricke proposes that giant orbiting mirrors be used to reflect sunlight onto night side of earth to prevent crop freezes (M). F 6.22.3

Plant scientists estimate that about half of world food production is destroyed by insects, weeds and animals despite increase in use of farm pesticides and better farming methods, AAAS meeting (M). F 23.II.16.1; article on UN Water Conf at Mar del Plata, Argentina, on exploitation of water resources—chiefly by irrigation, to solve world's food needs, maps (L). Mr 13.IV.6.1; article on how 'green revolution,' research effort to develop high-yield grains, has shifted emphasis to programs benefiting impoverished farmers of 3d world countries, map (M). Mr 16.2.3

FAO's Ceres Medal bears portrait of Princess Grace of Monaco, medallion portrays contemporary woman as Roman goddess of agr (S). Je 16.III.2.5

Natl Research Council, in rept to Pres Carter, concludes that threat of chronic malnutrition and repeated widespread famines could be removed from world within generation if US and other countries mounted major mobilization of agr research (S). Je 23.1.5, comment (S). Je 26.IV.8.4. article on how growth of world's deserts because of land mismanagement is threatening food supplies; UN will hold conf in Nairobi, Kenya, on problem, map (M). Ag 28.43.1; UN Conf on Desertification opens, Nairobi, Kenya; conf sec gen Dr Mostafa K Tolba comments (M). Ag 30.13.1

World food supplies are nearing 2d highest level on record (S). O 2.3.4. Joseph Collins and Frances Moore Lappe, leaders in movement to resolve world food problems, say real cause of hunger is that rich nations and rich elite of poor nations are monopolizing best farmland (S). G 19.III.1.5. $1-billion UN's Internatl Fund for Agr Development in Jan '78 will begin financing projects to help developing world's small farmers produce more food; World Food Conf proposed idea in '74 (S). O 29.2.6; ed backs US, UN Amb Andrew Young's proposal for coming with failure of developing nations to grow enough food to feed people. N 17.24.1

UN Internatl Fund For Agr Development elects Abdelmuhsin al-Sudeary of Saudia Arabia as its 1st pres (S). D 14.19.4

Afghanistan
Internatl Development Assn and Canada loan Afghanistan $16.7-million for agr development (S). Je 8.7.1

Africa
Development experts from many nations meet in Ottawa to discuss plans to convert arid area along Sahara into source of food for other needy African nations (S). My 31.11.1; reprs of 20 nations and internatl development organs announce 5-yr, $5-billion program to build up economies of 7 sub-Saharan nations that have been ravaged by drought (M). Je 3.6.3. Western experts say drought in sub-Saharan nations may result in crop failures and food shortages (S). Ag 28.43.1; insufficient and erratic rains cause widespread food shortages in sub-Saharan nations, map (M). D 27.1.1

Algeria
Article on Algeria's agrarian-reform program under which peasants live in new rural communities called Socialist villages (M). Mr 28.48.4

Argentina
Argentines have engaged in long, fruitless natl debate over whether to give priority to agr or indus, with result that both sectors are poorly developed, illus (M). Ag 1.29.1

Brazil
Article on emergence of Brazil as agr superpower, illus, map (L). Ap 14.2.1; article on Brazil's efforts to resettle 1 million impoverished farmers from drought-stricken northeast region to Amazon jungles, illus, map (M). Je 4.5.1

Burma
Norway gives $5.4-million to Burma to help reduce illicit opium production by developing alternate forms of agr (S). Jl 12.23.6

Cambodia
Article on conditions in Indochina 2 yrs after Communist victories indicates that Cambodia is desolate nation never by crop failures and disintegrating irrigation systems, illus (L). My 2.1.6

Canada. See also subhead Intl Trade. N 28

Cape Verde Islands. See also subhead Africa. Je 8. D 27

Chad, Republic of. See also subhead Africa. Je 5. Ag 28. D 27

Chile
Carter Adm informants say State Dept and other Govt officials are divided over a proposed $21-million loan to Chile by Internatl Development Agency (M). Je 24.3.1. US determines to withhold $10 millions in loans to aid agricultural farmers, citing Govt violations of human rights (M). Je 29.3.1

China, People's Republic of
US agr specialists are studying Chinese agr to determine if some techniques are exportable, illus (M). F 23.V.5.4. US agr scientists say Chinese are implementing basic agr research (M). F 26.2, includes map of Hong Kong as gateway to China. '76 agr production was record, illus (M). My 29.4.1. State Planning Comm Chmn Yu Chi-wei says Govt has done well in year of bad weather (S). G 26.18.2. Chi-na corn crop, 77 percent was fairly good (S). D 27.51.5

Cuba. See also subhead Intl Trade. My 31

Denmark
Article on Days on farms that take in tourists at nominal fee, illus (L). F 27.X.61

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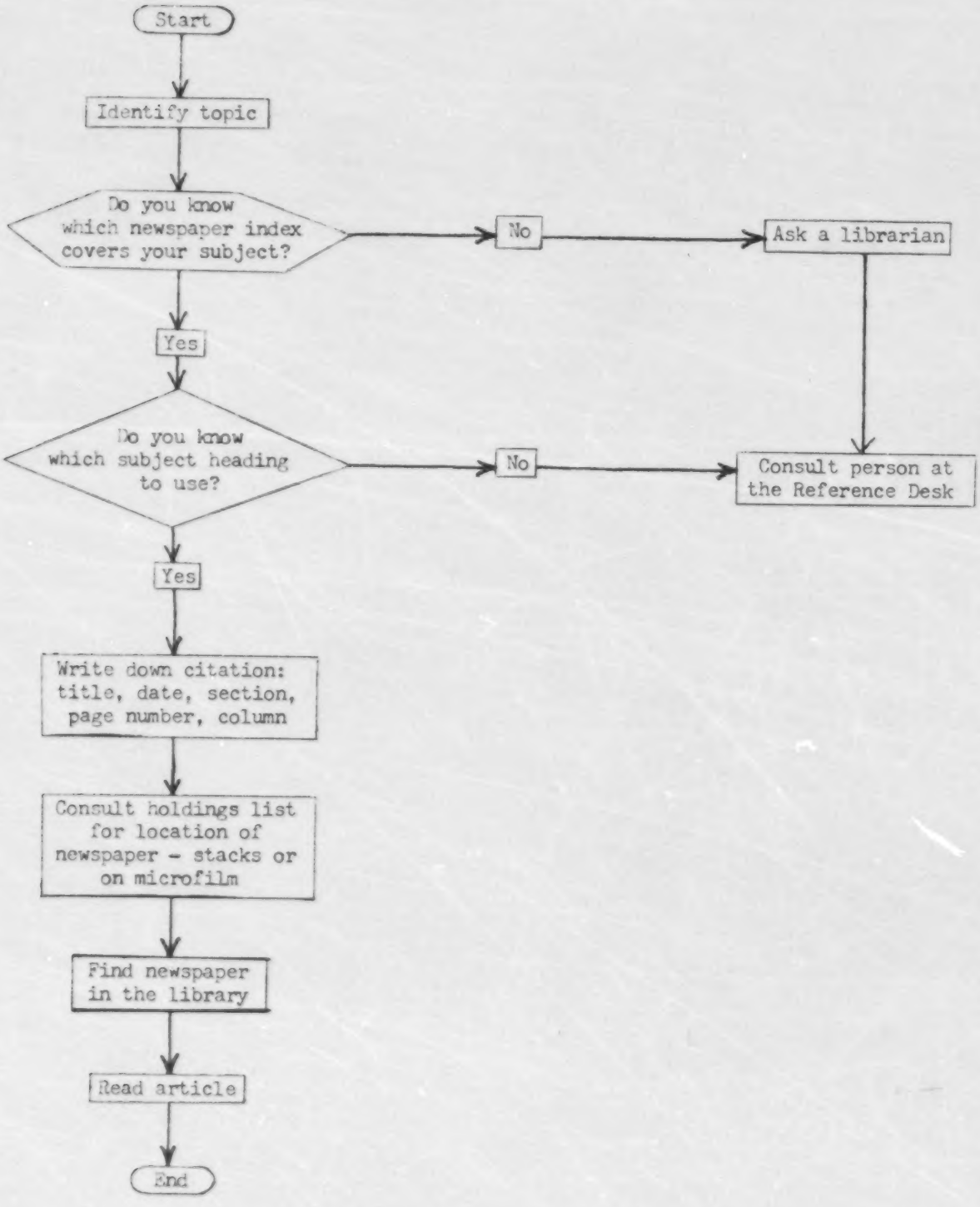
HOW TO LOCATE A NEWSPAPER ARTICLE FROM A NEWSPAPER INDEX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REFERENCE BOOKS AND THE REFERENCE DEPARTMENT

There are generally two types of books: 1) those which are designed to be read through from cover to cover, and 2) those which are designed to be consulted and referred to for specific pieces of information (facts, statistics, definitions, etc.). Books in category 2) are called Reference Books and usually contain the following characteristics:

a. Comprehensive in scope and coverage of material
b. They are compilations of information from other sources.
c. They are arranged in a format to make it easy to find information.
d. Contain indexes to provide access to specific pieces of information quickly.

Using Reference Books in a library can usually be seen in terms of EITHER:

a. Answering a Specific Question, for example: How much wheat was sold to the Soviet Union in 1973? What is the name of the man-powered aircraft that flew across the English Channel? OR

b. Researching a Subject. In conducting research a student may have specific questions in relation to a topic that need to be answered. Reference books can help answer these questions and are thus an integral part of researching any subject.

Reference books are housed in the Reference Department which consists of people as well as books. Reference librarians are trained in the art of retrieving information. They are there to help students, whether to answer a specific question or provide information on a research topic.

There are some rules to follow when using the librarian's help:

a. Do not hesitate to ask a librarian for assistance. The librarian can help clarify research needs as well as assist in finding information.

b. Be as specific as possible in asking questions. In other words, try and tell the librarian what is really needed. One student spent a half hour pouring over the San Luis Obispo Municipal Code (what he had asked for), when he really wanted to read the law involved in a speeding ticket he had been issued that day. (Actually, that law is included in the California Vehicle Code.)

c. If the librarian suggests a work which does not give what is needed, do not give up! There are numerous sources in practically every field of knowledge and the librarian can probably give more leads if needed. For example, although the Dictionary of Political Science (the librarian's first guess) did not define the term "white paper," another reference book, The New Language of Politics, did.

d. Finally, librarians are only human. A librarian may know a good deal about art and music, but not quite as much about business administration. If the librarian does not feel that he can do justice to a question and refers it to another librarian, do not feel that he/she is just trying to get rid of you. He/she wants to give the best help possible, and is referring you to someone whose specialty will be useful.

Reference books can be divided into two broad categories:

a. Source Materials: which will themselves contain the information you need, AND

b. Directional Materials: which usually do not provide definitive information, but rather direct and refer one to other sources of needed information.

Source Reference Books

The line between directional and source materials is often indistinct; depending on research needs, some source materials also may serve as directional, while directional materials may also serve as source material. Specific types of Source Reference Materials to be discussed are listed below:

Dictionaries
- General-English
- Subject

Encyclopedias
- General
- Subject

Almanacs

Yearbooks/Annuals
- Current Events
- Subject

Directories

Biographical Sources

Geographical Sources

a. Dictionaries

Dictionaries are reference books containing alphabetically arranged words with information about usage, pronunciation, and meaning. Two types of dictionaries will be discussed here: General-English and Subject Dictionaries.

1. General-English Dictionaries

The most commonly used dictionaries are general ones:

Webster's Third New International Dictionary - located on dictionary stands in the Reference Room.

Webster's New Collegiate Dictionary - Ask for at Reference Desk.

To find other general English language dictionaries use the following subject heading and subdivision in the Subject Collection Index:

English language--Dictionaries

2. Subject Dictionaries

Subject dictionaries define specialized words and jargon within various fields of study. Here the definitions are usually more detailed than in general English language dictionaries, and can often be used to find basic information about a subject. To find a subject dictionary within a field use the appropriate subject heading in the Subject Collection Index with the following subdivision:

Your Subject--Dictionaries
Biology--Dictionaries
Engineering--Dictionaries
Agriculture--Dictionaries

Examples of subject dictionaries:

Dictionary of Ecology (Ref. QH 541 H25)

A Dictionary of the Environment (Ref. QH 540.4 A44)

b. Encyclopedias

There are two kinds of encyclopedias: general and subject. Encyclopedias are most useful for defining and describing a topic and providing background information prior to beginning research. Encyclopedia articles are often written by an authority in the field. Most encyclopedia articles are also followed by selected reading lists. Many encyclopedias have a comprehensive index which will help you quickly find information you need.

1. General Encyclopedias

General encyclopedias contain definitions and descriptions of subjects in all fields of knowledge and provide well summarized information on almost everything. Examples of general encyclopedias:

Collier's Encyclopedia 28 v. (Ref. AE 5 C683 1979)

Encyclopedia Americana 29 v. (Ref. AE 5 E333 1979a)

Encyclopaedia Britannica 19 v. (Ref. AE 5 E363 1979)

2. Subject Encyclopedias

There are numerous encyclopedias which specialize in particular subjects. These often provide more detailed information on the topics they cover, and can thus be more useful than a general encyclopedia.

Many such encyclopedias may have the words "dictionary" or "history" in their titles--they are best labeled "encyclopedias," however, based on their contents and organization.

To find a subject encyclopedia within an area use the appropriate subject heading in the Subject Collection Index with the following subdivision:

Your subject--Dictionaries
Architecture--Dictionaries
Art--Dictionaries

There are subject encyclopedias in broad subject areas such as Science and Technology and Social Sciences:

McGraw-Hill Encyclopedia of Science & Technology
(Ref. Q 121 M3 1977)

International Encyclopedia of the Social Sciences
(Ref. H 40 A2I5)

There are also subject encyclopedias in very specific subject areas:

Wyman's Gardening Encyclopedia (Ref. SB 45 W92 1977)

McGraw-Hill Encyclopedia of Environmental Science
(Ref. QH 540.4 M3)

c. Almanacs

Almancas were originally written to distribute astronomical and meteorological data, especially to farmers and seamen. However, modern almanacs are annual compilations of statistics and information used for a wide variety of topics on both current and historical events. Three major almanacs held by the Library are:

World Almanac and Book of Facts (Ask for at Ref. Desk)

Information Please Almanac (Ask for at Ref. Desk)

Whitaker's Almanack (Ask for at Ref. Desk)

d. Handbooks and Manuals

Handbooks and manuals give basic factual and statistical information about a certain field. Handbooks and manuals are like almanacs in that you generally refer to them for bits of specific information, often in the form of tables, charts, and graphs. A good index is essential in the use of a handbook or manual. There are handbooks and manuals available in many fields and for many purposes, including auto repair, chemistry, architecture, agriculture, engineering, etc.

To find a handbook or manual on a subject use the appropriate subject heading in the Subject Collection Index followed by the subdivision below:

There are a number of other annuals and yearbooks covering the past years news and developments.

2. Subject Yearbooks and Annuals

Many academic disciplines have a yearbook or annual that is published each year describing all the latest research, new developments and changes within the field. These research tools provide a valuable key to a comprehensive view of the field.

To find a yearbook or an annual on a subject use the appropriate subject heading in the Subject Collection Index followed by the subdivision below:

Subject Headings--Yearbooks
Bacteriology--Yearbooks

Examples:

Annual Review of Biochemistry (Ref. QP 501 A7)

Annual Review of Physical Chemistry (QD 1 A5)

Advances in Computers (QA 76 A3)

g. Geographical Sources

Geographical sources can be used for anything from locating a small town in some state or country to identifying the regions where a certain crop is grown or a certain mineral is mined, or brief information about a city or town. There are three basic types of geographical sources: atlases, gazeteers, and maps (maps will be covered in another section).

1. Atlases

An atlas is a collection of maps, with accompanying plates, charts, explanatory text, and index. There are both general atlases and very specialized atlases focusing on specific subjects such as climate, shipping, the Bible, business and commerce. Examples of important atlases include:

Rand McNally Commercial Atlas and Marketing Guide (Atlas Case, Ref. G 1019 R22)

The Times Atlas (Atlas Case, Ref. G 1019 T52)

The National Atlas of the United States of America (Atlas Case)

2. Gazeteers

Gazeteers are "geographical dictionaries," usually more comprehensive than the index to an atlas. Names of towns, villages, rivers, lakes, and other geographical features, longitude, and latitude, population, etc. are given. Some examples include:

Subject Heading--Handbooks, manuals, etc.
Chemistry--Handbooks, manuals, etc.
Engineering--Handbooks, manuals, etc.

Examples of handbooks and manuals:

Handbook of Chemistry and Physics (Ref. QD 65 H3 1978/79)

Timber Construction Manual (Ref. TA 666 A5 1974)

e. Directories

Directories are lists of people, organizations, institutions, companies, etc. with addresses, phone numbers, and in some cases brief descriptions. There are directories in a wide variety of areas and these are useful if you need to contact a person or an institution.

To find a directory you need to use the appropriate subject heading in the Subject Collection Index followed by the subdivision below:

Subject Heading--Directories
Architectural Firms--Directories

Many directories focus on a specialized area such as the examples below:

California Agricultural Directory (Ref. S 409.5 C3C3)

World Environmental Directory (Ref. TD 12 W65)

Directory of Nurserymen and others Licensed to Sell Nursery Stock in California (Ref. SB 44 C3)

f. Yearbooks/Annuals

Yearbooks and Annuals are publications which have two major functions: to give current statistics, and to present the major events of the year in question. There are two types of yearbooks and annuals; those covering the current events and general news of the past year and those covering the new research and progress achieved within an academic discipline during the past year.

1. General

Each of the major encyclopedias publishes a yearbook, primarily to update the information given in the main sets. There is usually a chronological list of the major events of the year, a main section with articles updating the set in all fields of knowledge. These yearbooks have detailed indexes which help locate specific pieces of information.

The major yearbooks held by the Library are:

Britannica Book of the Year (Ref. AE 5 E364)

The Americana Annual (Ref. AE 5 E334)

60

Columbia Lippincott Gazeteer of the World (Ref. G 103 L7 1962)

Webster's New Geographical Dictionary (Ref. G 103.5 W42 1977)

n. Biographical Sources

There are a great many biographical sources. Finding information about people is often an important part of library research. This section concentrates on a few of the types of sources that may be helpful.

First, there are sources which actually give one biographical information about persons. Some, such as Chamber's Biographical Dictionary contain short sketches about persons from all countries and from all eras, from Julius Caesar to the present. Other sources are limited by time period (Current Biography, for example, emphasizes people in the news) and still others by country. Who's Who in America and the Dictionary of American Biography are limited to the U.S.; many other countries also have national biographical reference sources. In addition, there are numerous specialized biographical sources for professions or occupations; examples of these are American Men and Women of Science and Who's Who in American Politics. Most of these sources are arranged alphabetically. The amount of information they give ranges from a brief sketch to a full-fledged article.

Second, there are sources which do not give one the biographical information directly, but tell one where to find it. Biography Index leads one to current biographies published in books and journals.

To find a biographical source use "Biography" directly as a subject heading or use it as a subdivision under a specific country or subject, or consult the Library of Congress Subject Headings for specific biographical subject headings in specific professions and occupations:

Germany—Biography Business--Biography	Biography as a subdivision
Artists, American Scientists	Subject headings in LCSH

Directional Materials

As stated earlier directional reference sources usually direct and refer to other sources of needed information. Specific types of Directional Materials Reference Sources to be discussed are listed below:

Directional Sources Discussed in Earlier Chapters
Bibliographies
  Monographs
  Serials
Guides to Specific Subject Fields

a. Directional Sources Discussed in Earlier Chapters

The Collection Index, both author-title and subject section, and Periodical Indexes and Abstracts are good examples of directional reference materials. These sources refer one to books and articles.

b. Bibliographies

The word "bibliography" has several meanings. A bibliography can be a list of books, articles, and other materials on a particular subject, or a list of works by a given author. These are the bibliographies you will most likely use in doing library research.

Bibliographies have been compiled on every subject imaginable, from apes to zoos; it is likely to find one closely related to almost any area in which a student may be working. By using a bibliography compiled by an expert in a field, a student not only saves time in finding materials; but also gets help in sorting the more useful from the less useful works. Some bibliographies attempt to be complete (that is, to list all available works on the subject), while others are selective and limit themselves to the most useful works. Annotations, or brief notes, indicating the content and value of the works included in the bibliography, can be very useful.

Bibliographies referred to in this section are published in a book format. That is a bibliography looks just like any other book, but within its covers are numerous references to books, articles, reports, and other materials on a given subject. Bibliographies can also be found at the end of a regular book.

1. Monographic Bibliographies

Monographic bibliographies are bibliographies published on a one-time basis and in most cases may not be updated in the future.

2. Serial Bibliographies

Serial bibliographies are bibliographies published on an ongoing basis (usually annually) and are thus updated with new materials each year.

To find a bibliography on a subject use the appropriate subject heading with the following subdivision:

Subject Heading--Bibliography
Avocados--Bibliography
Corn--Bibliography

Bibliographies refer one to other sources in the Library.

c. Guides to the Literature

Guides to the literature provide a guide to basic reference sources and other research materials within a specific subject area, and are valuable aids in conducting research. Though guides to the literature vary they usually contain the following information:

1. A Section of reference materials within the specific subject arranged by type of source; for example, subject dictionaries, subject encyclopedias, handbooks, manuals, yearbooks, etc.

2. A section of periodicals published in the field.

3. A section of all the periodical indexes and abstracts in the field.

4. Special bibliographic and stylistic information.

To be of any value, a guide to the literature must be fairly new--after ten years its usefulness is limited.

Most guides to the literature have titles that include the following phrases:

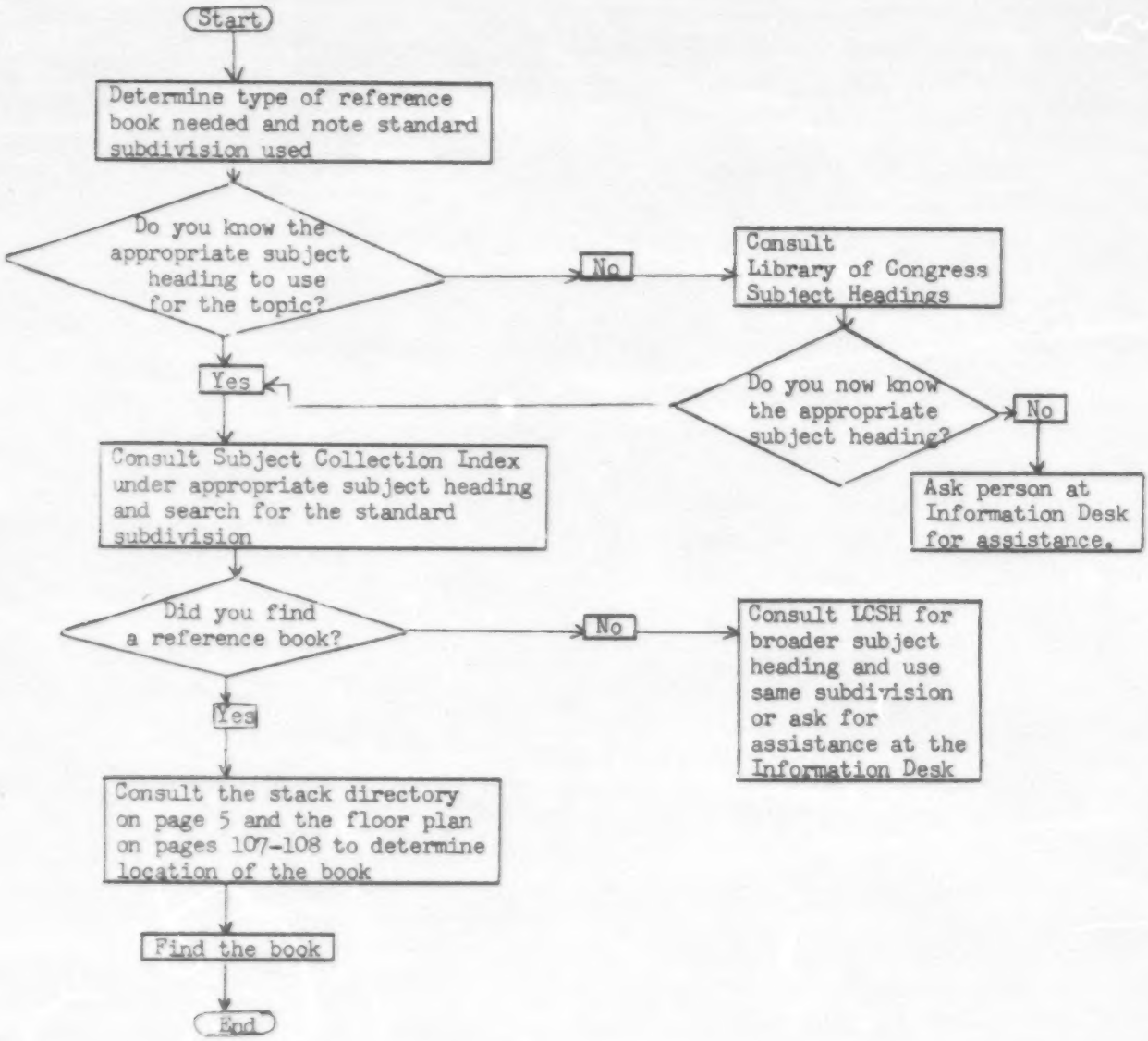
1. A guide to sources of information in...
2. A guide to library research in...
3. How to find out in...
4. Research guide to...

To find a guide to the literature on a subject use the appropriate subject heading in the Subject Collection Index with the following subdivision:

Subject heading--Bibliography
Architecture--Bibliography
Agriculture--Bibliography

SEARCH STRATEGY

REFERENCE BOOKS


Start
Determine type of reference book needed and note standard subdivision used
Do you know the appropriate subject heading to use for the topic?
No
Consult Library of Congress Subject Headings
Do you now know the appropriate subject heading?
No
Ask person at Information Desk for assistance.
Yes
Consult Subject Collection Index under appropriate subject heading and search for the standard subdivision
Did you find a reference book?
No
Consult LCSH for broader subject heading and use same subdivision or ask for assistance at the Information Desk
Yes
Consult the stack directory on page 5 and the floor plan on pages 107-108 to determine location of the book
Find the book
End

Specialized Reference Collections

There are a variety of small specialized collections within the Reference Department that have been developed to meet the information needs of students.

1. Annual Reports from Corporations

A current file of annual reports from about 700 major corporations within the United States. A useful source of information is needed about a specific corporation. Reports are arranged on the shelves in alphabetical order by name of the corporation. A card index provides access by the corporation as well.

2. Collection Catalogs

A current collection of college catalogs from most colleges and universities within the United States on microfiche. Catalogs are arranged in alphabetical order by state, then in alphabetical order by name of the school. California college and university catalogs are in paper copy.

3. Company Catalogs

A collection of catalogs from companies that manufacture various products. The catalogs are arranged by class numbers. Two card file indexes provide access by company name and subject.

4. Computer Manuals

A collection of programming, reference, and instructional guides and manuals. Manuals are mostly from IBM but other companies are represented as well. Manuals are arranged by a coding system. A card index provides access by subject.

5. Standards Collection

A collection of standards from the American National Standards Institute and other professional and trade association standards. These standards are used to unify design and performance criteria for machines and other industrial products. Standards are filed by a complex coding system. Ask a librarian for help.

6. Telephone Directories

A current collection of telephone directories, both white and yellow pages, for all major urban areas within the United States, all fifty state capitols, and over 30 foreign directories. Arranged in alphabetical order by title of the directory. A paper bound index provides access to local cities, towns, and regions.

7. Vertical File

A collection of pamphlets filed in folders arranged by subject. A card file index provides access by subject.

INTERLIBRARY LOAN

If a student is looking for a book or periodical article that the Cal Poly Library does not have, he/she may want to use the Interlibrary Loan service to borrow the materials from another library. This service is available, free of charge, to all students, staff and faculty of Cal Poly. The Automated Retrieval/Interlibrary Loan office is located on the first floor near the Reference Department.

What is Available on Interlibrary Loan?

Materials available through Interlibrary Loan include books, periodical articles, Government Documents, masters' theses, and some microforms. We are not able to borrow entire issues or volumes of periodicals; articles requested are usually photocopied and sent to us. They can be picked up at the Interlibrary Loan (ILL) counter and kept by the student; there is no charge to the student for articles obtained through Interlibrary Loan.

We are not able to borrow materials that are owned by the Cal Poly Library, but are checked out, or off the shelf temporarily. Please see the Circulation or Periodicals staff if an item is not on the shelves. The staff will initiate a search or put a hold on the material, whichever is appropriate.

Requesting an Interlibrary Loan

To request Interlibrary Loan material fill out a form and read and sign the copyright disclaimer on the back of the form. Two different forms are used, one for books and one for periodicals. In filling out the form, please give as much information as possible, and be sure to fill in the line asking for the source of the citation; it is very important for the librarian searching the request to be able to verify it. Giving us the source of the citation will speed up the search process, enabling us to fill the request more quickly.

It is not necessary for the student to find out which library has the material being requested; ILL will locate it for the student as part of the search process.

How Long Does It Take?

As a general rule, the student should allow a minimum of ten working days from the date of the request to its receipt.

Where Is the Request Sent?

Once the request is verified ILL will find the closest library possible, this may be from another CSUC library, one of the UC libraries, from a private college or university library in California, or from an out-of-state source.

The ILL department uses computer terminals and telecopier services to quickly send your request to another library.

How Long Can I Use The Material?

Books, documents, theses, and microforms are usually loaned to us for a period of two weeks use. They are usually not renewable. Please return them to the Interlibrary Loan counter (not the Circulation Desk) on time. Reproductions of journal and newspaper articles do not have to be returned. They are yours to keep.

How Do I Know When My Request Has Arrived?

You will receive a postcard telling you your material is here. On the ILL counter are metal filing racks labeled A-Z. When your article request has been received, it will be filed in the racks by the first letter of your last name. You can check these racks from time to time to see if your article has arrived.

Books, documents, and other materials are held behind the ILL counter until picked up; please check with the ILL staff between 8 a.m. and 5 p.m. or at the Reference Desk after 5 p.m. and on weekends.

GOVERNMENT DOCUMENTS

A government document is a publication of a government agency, printed with government funds and issued for public use. What you may consider typical government documents such as laws, congressional hearings and reports, regulatory notices, etc. are only a small part of what the government makes available. You will find publications on every aspect of everyday living to special studies and reports in highly technical fields.

Government, or public, documents appear in a wide variety of forms: bound and unbound books, pamphlets, leaflets, looseleaf or "slip", microform, and periodical. Many of them are issued serially. Besides coming from many different levels of government and in a variety of forms, documents also cover a myriad of topics ranging from popular or current interest issues to the technical or scholarly. Government affects our lives at every turn: regulating transportation, water, energy, and pesticides; setting taxes and corporate regulations; watching over police and military activities; and so on endlessly.

The use of government documents in research is almost limitless. One may better understand the world of documents by considering these four main areas:

1. Statistical information and sources

   Nearly every topic one can think of can be illustrated with facts and figures: tons of wheat sold annually by the U.S. to the Soviet Union, federal monies used to support the arts, tons of uranium mined in the last ten years for nuclear uses, vital statistics, etc.

2. Social policy and public affairs

   Actions taken by government affect our lives and are, therefore, a part of public affairs. Elected officials make laws. To learn as much as possible about an issue legislative committees often hold hearings at which expert and lay testimony is heard. Printed transcripts of these hearings are available and are excellent sources of information. Additional sources of information are the publications of various executive agencies, such as Energy Research and Development Administration (ERDA) and the Office of Housing and Urban Development (HUD).

3. Historical Research

   Government publications of the past are important sources for historical information.

4. Technical Information

The Federal Government pays for research conducted at universities and private industry. Reports generated by this research provide the latest technical data in diverse areas such as energy, aerospace development, cancer research, agriculture, housing, etc. Most of the technical data is available to the public, although in certain areas the data is "classified" (designated secret).

You now have a general notion of the breadth of subjects covered by government documents, the variety of formats, and the many levels of government publishers.

Government Documents Held by the Cal Poly Library

The Library contains the following government document collections:

Collections by Level of Government:

1. United States Government
2. California Government
3. Municipal Documents from City and County Governments
4. United Nations Documents (microcard collection)

Specialized Collections:

5. Agricultural Experiment Station and Extension Service Publications from all the States and Territories.
6. National Technical Information Service (NTIS) Publications (on microfiche)
7. Maps
8. Diablo Canyon Nuclear Power Plant Documents

United States Government

a. Introduction

The United States government is the largest publisher in the world. It publishes materials on a wide variety of topics as cited earlier. This Library is a selective depository for U.S. publications since 1969. This means that the Library receives documents at no cost from the U.S. government. The U.S. government document collection is the largest document collection in the Library.

b. Information about the U.S. Government

There are several key reference books that provide information about the U.S. government. These sources describe the functions of federal agencies, list personnel, phone numbers, and addresses, etc.:

U.S. Government Organization Manual
Congressional Directory
Congressional Staff Directory

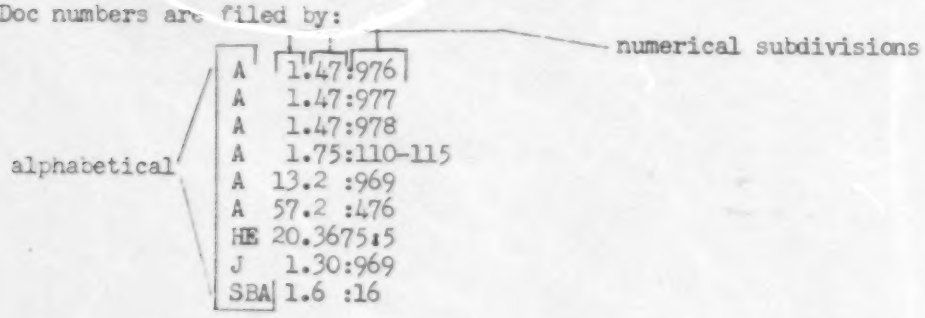
c. The Collection

The U.S. government documents collection is housed in the Government Documents and Maps Department. It is arranged by Superintendent of Documents classification number rather than Library of Congress classification system. The SuDoc number is based on the issuing agency, rather than the subject.

Examples of SuDoc numbers:

Agency: Department of Agriculture — A 1.47:977 — Series Number — Number designating specific document

SuDoc numbers are filed by:



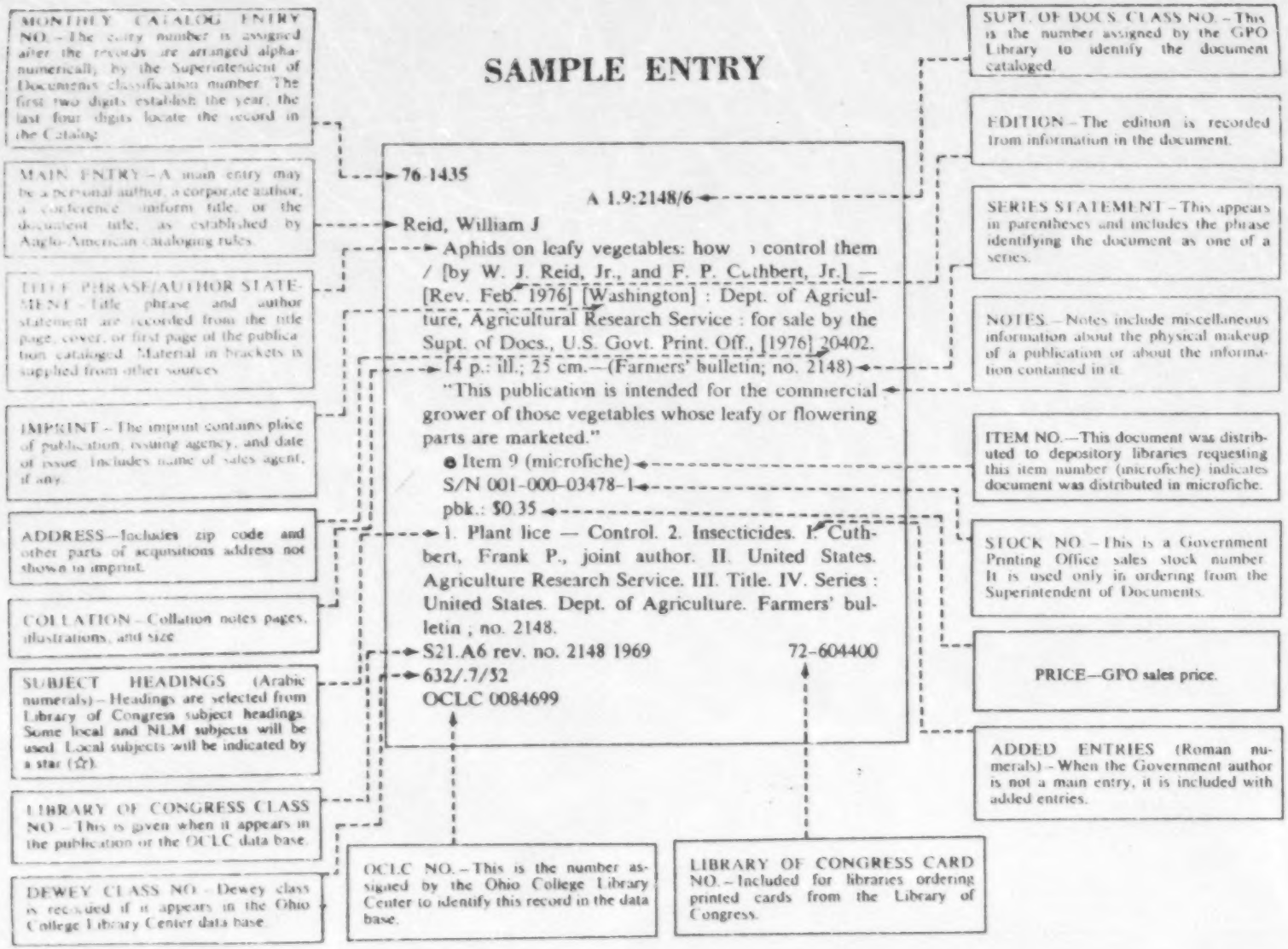
d. Indexes and Abstracts to U.S. Government Documents
(See also the Information Guide for Indexes and Abstracts for Government Documents)

There are a number of indexing and abstracting services to government documents. Some are published by the government while others are published by private publishers. The various indexes and abstracts to be discussed below all have one thing in common: they all give the Superintendent of Document number so you can go directly to the shelves to find the document you need.

The Monthly Catalog of United States Government Publications, 1895-

This is the most complete source for U.S. documents published by the federal government and is published monthly with an annual cumulative index to all monthly issues. After July 1976 the Monthly Catalog consists of six parts--the text and five indexes. The entries in the text are arranged by entry number, under the publishing departments and agencies. An entry number is given at the upper left, not unlike most abstracting services. The indexes include: author, title, subject indexes, and others. All the indexes give the entry numbers to the text section so you can find the document.

SAMPLE ENTRY


MONTHLY CATALOG ENTRY NO. – The entry number is assigned after the records are arranged alphanumerically, by the Superintendent of Documents classification number. The first two digits establish the year, the last four digits locate the record in the Catalog.
MAIN ENTRY – A main entry may be a personal author, a corporate author, a conference, uniform title, or the document title, as established by Anglo-American cataloging rules.
TITLE PHRASE/AUTHOR STATEMENT – Title phrase and author statement are recorded from the title page, cover, or first page of the publication cataloged. Material in brackets is supplied from other sources.
IMPRINT – The imprint contains place of publication, issuing agency, and date of issue. Includes name of sales agent, if any.
ADDRESS – Includes zip code and other parts of acquisitions address not shown in imprint.
COLLATION – Collation notes pages, illustrations, and size.
SUBJECT HEADINGS (Arabic numerals) – Headings are selected from Library of Congress subject headings. Some local and NLM subjects will be used. Local subjects will be indicated by a star (☆).
LIBRARY OF CONGRESS CLASS NO. – This is given when it appears in the publication or the OCLC data base.
DEWEY CLASS NO. – Dewey class is recorded if it appears in the Ohio College Library Center data base.
76-1435
A 1.9:2148/6
Reid, William J
Aphids on leafy vegetables: how to control them / [by W. J. Reid, Jr., and F. P. Cuthbert, Jr.] — [Rev. Feb. 1976] [Washington] : Dept. of Agriculture, Agricultural Research Service : for sale by the Supt. of Docs., U.S. Govt. Print. Off., [1976] 20402.
[4 p.: ill.; 25 cm.—(Farmers' bulletin; no. 2148)
"This publication is intended for the commercial grower of those vegetables whose leafy or flowering parts are marketed."
● Item 9 (microfiche)
S/N 001-000-03478-1
pbk.: $0.35
1. Plant lice — Control. 2. Insecticides. I. Cuthbert, Frank P., joint author. II. United States. Agriculture Research Service. III. Title. IV. Series : United States. Dept. of Agriculture. Farmers' bulletin , no. 2148.
S21.A6 rev. no. 2148 1969
72-604400
632/.7/52
OCLC 0084699
OCLC NO. – This is the number assigned by the Ohio College Library Center to identify this record in the data base.
LIBRARY OF CONGRESS CARD NO. – Included for libraries ordering printed cards from the Library of Congress.
SUPT. OF DOCS. CLASS NO. – This is the number assigned by the GPO Library to identify the document cataloged.
EDITION – The edition is recorded from information in the document.
SERIES STATEMENT – This appears in parentheses and includes the phrase identifying the document as one of a series.
NOTES. – Notes include miscellaneous information about the physical makeup of a publication or about the information contained in it.
ITEM NO. – This document was distributed to depository libraries requesting this item number (microfiche) indicates document was distributed in microfiche.
STOCK NO. – This is a Government Printing Office sales stock number. It is used only in ordering from the Superintendent of Documents.
PRICE – GPO sales price.
ADDED ENTRIES (Roman numerals) – When the Government author is not a main entry, it is included with added entries.

ENERGY RESEARCH AND DEVELOPMENT ADMINISTRATION
Washington, DC 20545

79-2389

ER 1.11:ANL/AA-5/v.1

Regional studies program : a socioeconomic assessment of energy development in a small rural county : coal gasification in Mercer County, North Dakota / by Thomas E. Baldwin [et al.] . Argonne National Laboratory. — [Washington] : Energy Research and Development Administration ; Springfield, Va. : for sale by the National Technical Information Service, 1976.

22161

v. : ill. ; 28 cm.

"ANL/AA-5."

Issued Aug. 1976.

Bibliography: p. 63.

pbk.

1. Coal gasification — North Dakota — Mercer County. I. Baldwin, Thomas E. II. Dvorak, Anthony J., joint author. III. United States. Energy Research and Development Administration. IV. Argonne National Laboratory. V. Title: Socioeconomic assessment of energy development in a small rural county.

OCLC 4315976

79-2390

ER 1.11:ERDA/NASA/9403-76/2

Valley Forge Space Center.

Design study of wind turbines 50kW to 3000kW for electric utility applications. — [Washington] : Energy Research and Development Administration, Division of Solar Energy ; Springfield, Va. : for sale by the National Technical Information Service, 1976.

22161

v. : ill. ; 28 cm. — (ERDA/NASA ; 9403-76/2) (NASA contractor report ; NASA CR-134935)

"GE-SD 76SDS4288."

Prepared for the National Aeronautics and Space Administration, Lewis Research Center, under contract NAS 3-19403.

Issued Dec. 1976.

Includes bibliographical references.

Contents: v. 2. Analysis and design.

pbk.

1. Air-turbines. 2. Wind power. I. United States. Energy Research and Development Administration. Division of Solar Energy. II. Lewis Research Center. III. Title. IV. Series: United States. National Aeronautics and Space Administration. NASA contractor report ; NASA CR-134935.

OCLC 4315798

FEDERAL POWER COMMISSION
Washington, DC 20426

79-2391

FP 1.2:G 21/13/975

United States. Federal Power Commission. Bureau of Natural Gas.

National gas flow patterns, 1975 : geographic flow patterns & intercompany relationships : a staff report. — Washington : Federal Power Commission, Bureau of Natural Gas, 1977.

20426

623 p. in various pagings : ill. ; 26 cm.

At head of title: Federal Power Commission.

Study prepared by William L. Monroe.

Issued Feb. 1977.

pbk.

1. Gas, Natural — United States — Pipe lines. 2. Gas flow — Tables, etc. 3. Gas distribution — Gas pipes. I. Monroe, William L. II. Title.

OCLC 3079069

FEDERAL RESERVE SYSTEM BOARD OF GOVERNORS
Washington, DC 20551

79-2392

FR 1.2:F 96/7/946-75

United States. Board of Governors of the Federal Reserve System.

Flow of funds accounts, 1946-1975 : annual total flows & year-end assets and liabilities. — [Washington] : Board of Governors of the Federal Reserve System, 1976.

20551

[1], vi, 171 p. ; 27 cm.

Issued December 1976.

Chiefly tables.

pbk.

1. Flow of funds — United States — Accounting. I. Title.

OCLC 4383363

79-2393

FR 1.2:L 54

Hackley, Howard H.

Lending functions of the Federal Reserve banks: a history / Howard H. Hackley. — [Washington] : Board of Governors of the Federal Reserve System, 1973.

20551

xv, 271 p. 26 cm.

Revision and updating of an unpublished version ... mimeographed in April 1961.

pbk.

1. Federal Reserve banks. 2. Banks and banking, Central — Law and legislation — United States. 3. Loans — United States. I. United States. Board of Governors of the Federal Reserves System. II. Title.

HG2562 L6H3

332.1/1/0973

OCLC 0867761

79-2394

FR 1.2:R 88

United States. Board of Governors of the Federal Reserve System. Committee on Rural Banking Problems.

Improved fund availability at rural banks : report and study papers / of the Committee on Rural Banking Problems. — [Washington] : Board of Governors of the Federal Reserve System, Committee on Rural Banking Problems, 1975.

20551

133 p. ; 26 cm.

Issued June 1975.

Includes bibliographical references.

$1.00

1. Banks and banking — United States. 2. Agricultural credit — United States.

HG2481.146

332.1/753

OCLC 1652436

Aeronautics, Commerical — Law and legislation — United States.
Air transport services : agreement between the United States of America and Czechoslovak Socialist republic amending and extending the agreement of February 28, 1969, as amended and extended effected by exchange of notes signed at Prague August 12, 1977., 79-2858

Affirmative action programs — United States.
Equal employment opportunity plan development guidance., 79-2167

Afghanistan — Description and travel.
Afghanistan post report., 79-2796

Afghanistan — Population — Statistics.
Afghanistan : a demographic uncertainty /, 79-1806

Afghanistan — Statistics, Vital.
Afghanistan : a demographic uncertainty /, 79-1806

Africa — Bibliography — Union lists.
The United States and Africa : guide to U.S. official documents and government-sponsored publications on Africa, 1785-1975 /, 79-2686

Africa — Periodicals.
Translations on Sub-saharan Africa., 79-2958, 79-2959

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Translations on Near East and North Africa., 79-2954, 79-2955

Age and employment — United States.
Oversight on the Age discrimination act of 1975 and extension of the Older Americans act of 1965 : hearings before the Subcommittee on Select Education of the Committee on Education and Labor, House of Representatives, Ninety-fifth Congress, second session ..., 79-3057

Age discrimination — United States.
Age discrimination in Federally-assisted programs., 79-1854

Hearing before the United States Commission on Civil Rights : age discrimination in Federally-assisted programs : hearing held in Washington, D.C., September 26-28, 1977., 79-1854

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Aged — Medical care.
Working with older people : a guide to practice., 79-2578

Aged — Research grants — United States — Periodicals.
Guidelines for preparation of grant applications., 79-2482

Research and development projects in aging, Title IV-B of the Older americans act, 79-2482

Aged — United States.
The nation's rural elderly : hearing before the Special Committee on Aging, United States Senate, Ninety-fourth Congress, second session ..., 79-3024

Oversight on the Age discrimination act of 1975 and extension of the Older Americans act of 1965 : hearings before the Subcommittee on Select Education of the Committee on Education and Labor, House of Representatives, Ninety-fifth Congress, second session ..., 79-3057

Aged — United States — Economic conditions.
A senior forum : hearing before the Subcommittee on Human Services of the Select Committee on Aging, House of Representatives, Ninety-fifth Congress, second session, May 20, 1978, Appleton, Wis., 79-3026

Aged — United States — Social conditions.
A senior forum : hearing before the Subcommittee on Human Services of the Select Committee on Aging, House of Representatives, Ninety-fifth Congress, second session, May 20, 1978, Appleton, Wis., 79-3026

Aged — United States — Statistics — Sources.
Guide to census data on the elderly., 79-1805

Aging — Research.
National Institute on Aging., 79-2527

Agricultural assistance, American — Sahel.
The Sahel development program : progress and constraints : report to the Congress /, 79-2436

Agricultural credit — United States.
Improved fund availability at rural banks : report and study papers /, 79-2394

Agricultural extension work — United States.
An act to provide for an expanded and comprehensive extension program for forest and rangeland renewable resources., 79-3321

Agricultural laws and legislation — United States.
Agricultural trade act of 1978 : conference report to accompany S. 3447., 79-3291, 79-3419

Consumer and agricultural protection act of 1978 : hearings before the Subcommittee on Agricultural Production, Marketing, and Stabilization of Prices of the Committee on Agriculture, Nutrition, and Forestry, United States Senate, Ninety-fifth Congress, second session, S. 2626 ... May 22, 23, and 24, 1978., 79-3029

Agricultural wastes.
Anaerobic fermentation of agricultural residue : potential for improvement and implementation : final report., 79-2257

Anaerobic fermentation of agricultural residues : potential for improvement and implementation., 79-2193

An evaluation of the use of agricultural residues as an energy feedstock : a ten site survey /, 79-2299

Agriculture — Russia — Periodicals.
Translations on USSR agriculture., 79-2961

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Current agricultural situation : hearings before the Committee on Agriculture, House of Representatives, Ninety-fifth Congress, second session ..., 79-3027

Ahearne, John Francis.
Nomination of John F. Ahearne : hearing before the Committee on Public Works, United States Senate, Ninety-fifth Congress, second session, on the nomination of John F. Ahearne to be a Member of the Nuclear Regulatory Commission, June 13, 1978., 79-3114

Air — Pollution.
Emission reduction on two industrial boilers with major combustion modifications /, 79-2387

Human health damages from mobile source air pollution /, 79-2369

Source assessment : acrylic acid manufacture : state of the art /, 79-2341

Air — Pollution — Handbooks, manuals, etc.
User's guide for RAM /, 79-2329

Air — Pollution — Mathematical models.
User's guide for RAM /, 79-2329

Air — Pollution — Measurement.
An atmospheric tritium and carbon-14 monitoring system /, 79-2998

Air — Pollution — Standards — United States.
National emission standards for hazardous air pollutants inspection manual for vinyl chloride., 79-2330

Air — Pollution — Washington, D.C.
National assessment of the urban particulate problem /, 79-2327

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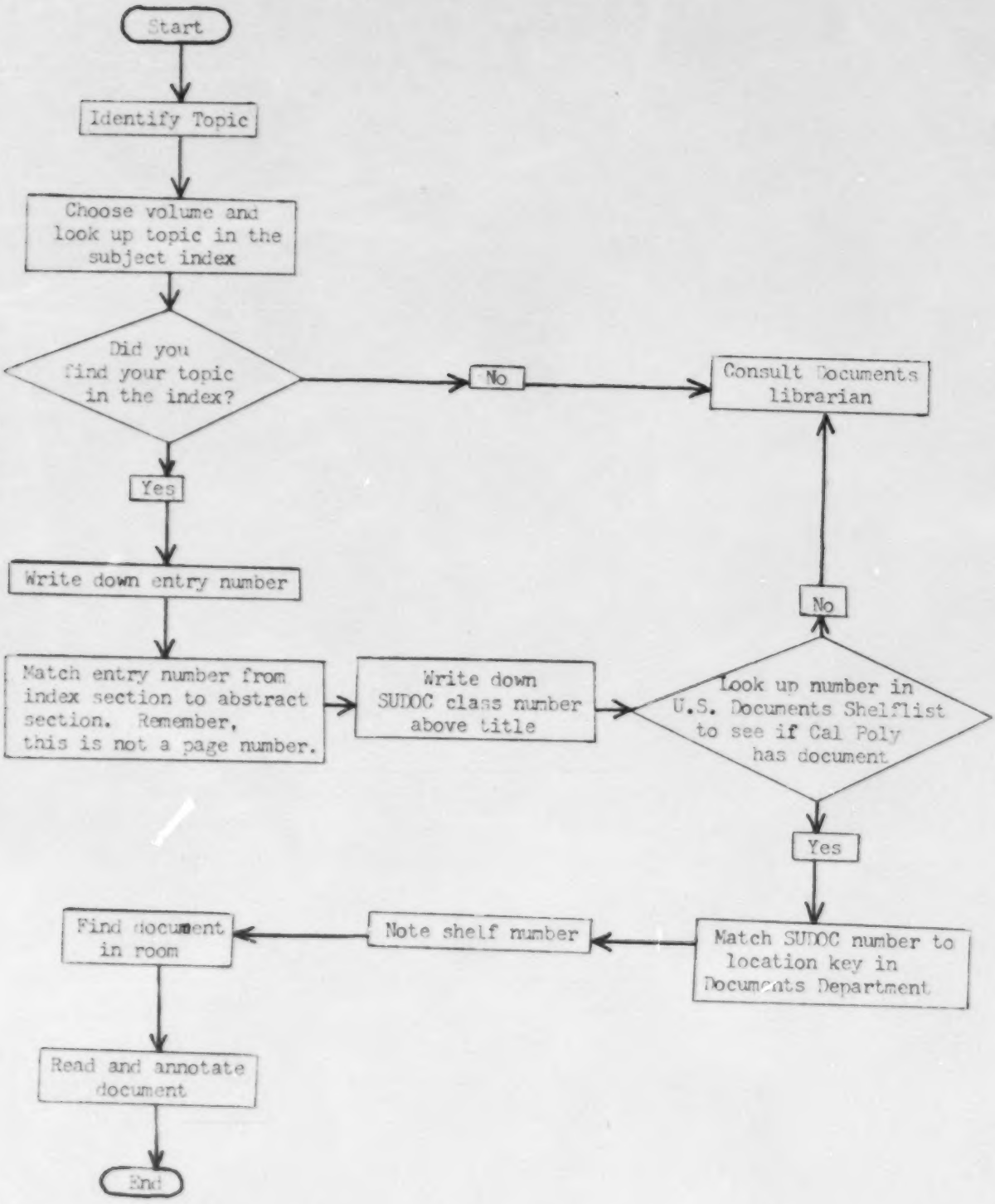
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The Congressional Information Service (CIS), 1970-

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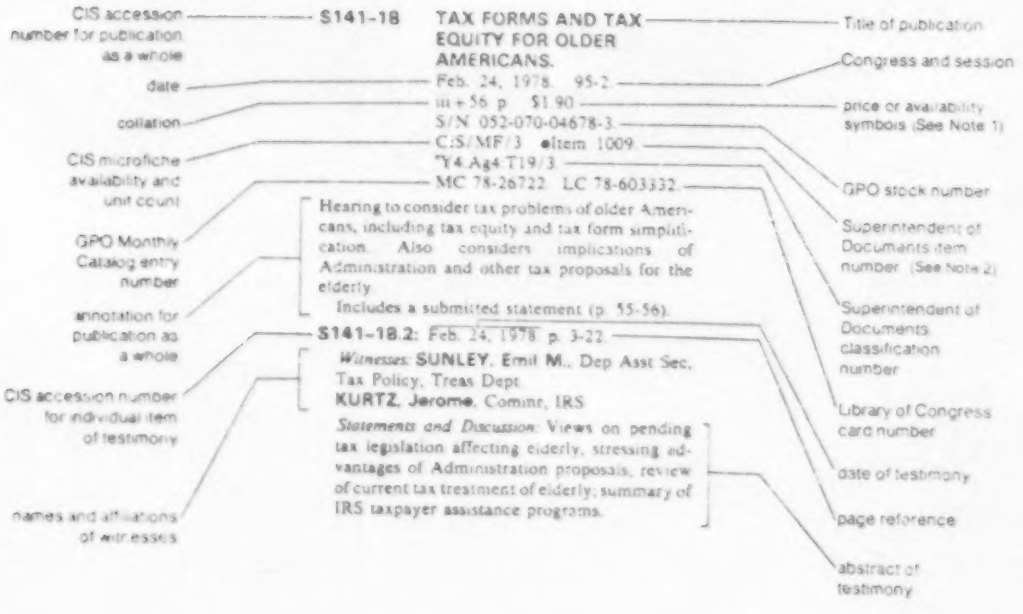
H	House Committee
J	Joint Committee
S	Senate Committee
PL	Public Law

SAMPLE ABSTRACT

The following sample entry shows the information contained in a typical abstract.

S141 **Hearings**
AGING, Special
Committee on, Senate


CIS accession number for publication as a whole
S141-18
TAX FORMS AND TAX EQUITY FOR OLDER AMERICANS.
Title of publication
date
Feb. 24, 1978. 95-2
Congress and session
collation
iii+56 p $1.90
price or availability symbols (See Note 1)
S/N 052-070-04678-3
CIS microfiche availability and unit count
C;S/MF/3 ●Item 1009
Y4.Ag4/T19/3
MC 78-26722 LC 78-603332
GPO stock number
GPO Monthly Catalog entry number
Hearing to consider tax problems of older Americans, including tax equity and tax form simplification. Also considers implications of Administration and other tax proposals for the elderly.
Superintendent of Documents item number (See Note 2)
annotation for publication as a whole
Includes a submitted statement (p. 55-56).
Superintendent of Documents classification number
S141-18.2: Feb. 24, 1978. p. 3-22.
CIS accession number for individual item of testimony
Witnesses: SUNLEY, Emil M., Dep Asst Sec, Tax Policy, Treas Dept.
KURTZ, Jerome, Comnr, IRS.
Library of Congress card number
Statements and Discussion: Views on pending tax legislation affecting elderly, stressing advantages of Administration proposals; review of current tax treatment of elderly; summary of IRS taxpayer assistance programs.
date of testimony
page reference
names and affiliations of witnesses
abstract of testimony

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S521-31.20: Dec. 1, 1977. p. 739-751.

Witness: O'NEAL, A. Daniel, Chm. ICC.

Statement and Discussion: Review of and support for S. 2266 provisions governing railroad reorganizations.

S521-31.21: Dec. 1, 1977. p. 751-758.

Witness: HUENEFELD, Fred, Jr., trustee, Western Dist of La.

Statement and Discussion: Opposition and suggested alternative to S. 2266 procedure for bankruptcy trustees appointment.

S521-31.22: Dec. 1, 1977. p. 758-772.

Witness: BREITHAUPT, Harry J., Jr., vp and gen counsel, Assn of Amer RRs.

Statement and Discussion: Proposed amendments to S. 2266 provisions affecting railroads, focusing on recommendation for requiring bankrupt railroads to give priority to paying interline debts.

S521-31.23: Railroad Reorganization.

Witnesses: McGARR, Frank J., Judge, US Dist Court, Chicago, Ill, p. 773-784.

MANOS, Nicholas G., atty for trustee, Chicago, Rock Island and Pacific RR Co, p. 784-802.

Statements and Discussion: Appraisal of S. 2266 in light of experience with Rock Island Railroad reorganization; opposition to bill provisions to expand ICC role and impose time limits on reorganization process; differing views on priority payment of interline debts.

S521-31.24: Dec. 1, 1977. p. 802-811.

Witness: DINIUS, E. Lowell, vp, Amer Fletcher Leasing Corp, Indianapolis, Ind.

Statement and Discussion: Appraisal of bills' potential impact on capital equipment leasing industry.

S521-31.25: Dec. 1, 1977. p. 811-830.

Witness: CREEL, L. E., III, study committee chm, bankruptcy and commercial law section, Dallas, Tex, Bar Assn.

Statement and Discussion: Appraisal of S. 2266 provisions on court restructuring and business bankruptcy proceedings; opposition to absolute priority rule and automatic appointment of trustees in public companies reorganization.

S521-31.26: Dec. 1, 1977. p. 831-852.

Witnesses: HORSKY, Charles A., chm, Natl Bankruptcy Conf.

KING, Lawrence P., chm, legislation committee.

COUNTRYMAN, Vern, vice chm.

TRIESTER, George M., vice chm.

KENNEDY, Frank R., chm, drafting committee.

Statements and Discussion: Appraisal of bills' potential for achieving bankruptcy system reform, focusing on viewed deficiencies in S. 2266 provisions regarding court structure, business and railroad reorganization, and debtor rehabilitation.

S521-31.27: Dec. 1, 1977. p. 853-875.

Witness: CREEDON, John J., exec vp, Metropolitan Life Insurance Co, representing Amer Council of Life Insurance.

Statement and Discussion: Concerns over and suggested amendments to S. 2266, focusing on need to provide for greater separation of judges administrative and adjudicatory functions; should-it priority rule application in claims against non-public companies; and clarification of tenant lease rights in the event of landlords bankruptcy.

S521-32 NOMINATION OF BENJAMIN R. CIVILETTI TO BE DEPUTY ATTORNEY GENERAL. Part 2.
Apr. 5, 14, 1978. 95-2.
ii+499-560 p. † CIS/MF/3 eItem 1042.
'Y4.J89/2:C49/25/pt.2.
MC 78-22522. LC 78-601878.

Transcript of committee meeting to consider nomination of Benjamin R. Civiletti (Asst Atty Gen, Criminal Div, Justice Dept), to be Deputy Attorney General. Nomination was approved.

Also includes committee consideration of various district judge and U.S. marshall nominations (p. 524-527).

Supplementary material (p. 528-560) contains documentation relating to Civiletti and Justice Dept involvement in investigations of political corruption in Philadelphia, and circumstances surrounding removal of David W. Marston as U.S. Attorney for Eastern Pennsylvania.

S521-33 TAGGING OF EXPLOSIVES. Part 1.
Sept. 14, Oct. 12, 28, 1977.
95-1 iii+92+iv p. † CIS/MF/3 eItem 1042.
'Y4.J89/2:Ex7/4/pt.1.
MC 78-22524. LC 78-602172.

Hearings before the *Subcom on Criminal Laws and Procedures* to consider S. 2013 (text, p. 3-7), the Explosive Materials Taggant Act, to require use of taggants, substances added to explosives during manufacture, which permit either identification of manufacturer following detonation or detection of explosives prior to detonation.

Includes subject index (p. i-iv).

S521-33.1: Sept. 14, 1977. p. 8-38.

Witnesses: PETERSON, A. Atley, Spec Asst to Dir, R&D, Bur of Alcohol, Tobacco and Firearms (ATF), Treas Dept.

MOLER, Robert, dir, explosives control programs, Aerospace Corp.

Statements and Discussion: Briefing on ATF explosives identification and detection tagging program, including types of explosives receiving tagging emphasis and candidate taggants; review of taggant identification implantation process, vapor detection tagging, and cost of program.

S521-33.2: Oct. 12, 1977. p. 40-68.

Witnesses: GRAYBEAL, Paul E., pres, Inst of Makers of Explosives.

FROEDGE, D. T., dir, div of explosives and blasting, Ky Dept of Mines and Minerals.

Statements and Discussion: Arguments against taggant use in explosives, including lack of effectiveness data, cost, and competitive disadvantage to companies making tagged explosives at higher cost; endorsement of Government purchase of taggants and control over supply and price; merits of product liability indemnification for manufacturers due to possible safety problems with taggant.

S521-33.3: Oct. 28, 1977. p. 70-92.

Witnesses: PACK, Douglas H., sr vp, IRECO Chemicals.

MILLER, Paul H., dir, govtl aff, Atlas Powder Co.

Statements and Discussion: Inadequacy of explosive tagging and preference for detonator tagging; reservations about taggant safety, liability, compatability with new explosive development, cost responsibility, and crime deterrence.

S521-34 PRIORITIES IN AGRICULTURAL RESEARCH OF THE U.S. DEPARTMENT OF AGRICULTURE. Part 1.
Oct. 19, 20, 1977. 95-1.
iv+401 p. il. † CIS/MF/7 eItem 1042.
'Y4.J89/2:Ag8/4/pt.1.
MC 78-26831. LC 78-602180.

First in a series of hearings held before the *Subcom on Administrative Practice and Procedure* to assess USDA priorities in agricultural research. Focuses on the extent to which USDA research efforts meet the needs of small family farms, and of organic farmers.

Appendix (p. 170-401) contains articles, including:

a. Madden, J. Patrick (Economic Research Service), relationship between farm size and efficiency, with summaries of studies on crop production, beef feedlots, and dairy farms, rpt with bibl, Feb. 1967 (p. 170-256).

b. Center for Rural Affairs, vertical integration and large scale hog production in Nebraska, 1974 rpt with tables, with Dec. 1976 update (p. 257-308).

c. West, Jerry G. (et al., Univ of Mo-Columbia), "Missouri Small Farm Program. An Evaluation with a Control Group" rpt assessing Univ of Missouri/Lincoln Univ Coop Extension Service educ program for small farmers, with tables (p. 309-335).

d. University of Missouri-Columbia, Extension Service, Missouri Small Farm Program, annual rpt, 1974 (p. 336-358).

e. Rodefeld, Richard D. (Penn State Univ), "Trends in U.S. Farm Organizational Structure and Type" Oct. 1977, with tables and bibl (p. 359-381).

f. Rodefeld, Richard D. (Penn State Univ), "Changing Structure of Farms in Pennsylvania and the U.S. Trends, Consequences and Causes" Oct. 1977 (p. 390-397).

S521-34.1: Oct. 19, 1977. p. 3-7.

Witness: ANDERSON, Ardell, organic farmer, Living Farms, Tracy, Minn.

Statement and Discussion: Benefits of and viewed USDA research deficiency in organic farming.

S521-34.2: Oct. 19, 1977. p. 13-28.

Witness: MADDEN, J. Patrick, prof, agric economics, Penn State Univ.

Statement and Discussion: Need for increased USDA research directed to small and family farm needs; identification of family farm problems based on participation in National Rural Center small farms symposium (agenda and participants list, p. 20-25).

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Wheat and cattle producers farm price problems, H161-21
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Agricultural Producers Labor Committee
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Earth Resources Info System, operational program feasibility, H701-2
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"Accomplishments Which Benefit Family Farmers and Gardeners in Managing Pests", S161-5
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see also Botany
see also Farms and farmers
see also Fertilizers
see also Forests and forestry
see also Horticulture
see also Irrigation
see also Organic farming and gardening
see also Rural conditions
see also Soil conservation
see also Statistical data: agriculture
see also names of specific commodities or products
see also terms beginning with Agricultural and with Farm
Agriculture Consumer Protection Act
Crop production costs survey and projections, 1976-78, S162-7
Agriculture Department
see Department of Agriculture
Agriculture in foreign trade
Agric exporting nations cartel proposal, H161-21.9
Agric exports policy overview, H161-8, S161-28, S161-29, S161-30, S24-47.1, S241-48.4, S241-50
Agric outlook rpt, FY79, H181-10.4
Agric outlook, 1978 USDA conf papers, S162-17

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American Statistics Index, 1970-

This index gives the most complete access to the vast amounts of statistical material published by the federal government. It is arranged similarly to the Congressional Information Service. Access is provided by subject, title, geography, and category (age, sex, etc.) in the Index volume.

California Government Documents

a. Introduction

California is also a large publisher of materials on a variety of topics. The California documents collection is smaller than the U.S. government documents collection, however, most items relate directly to the State of California and, therefore, may be of great help.

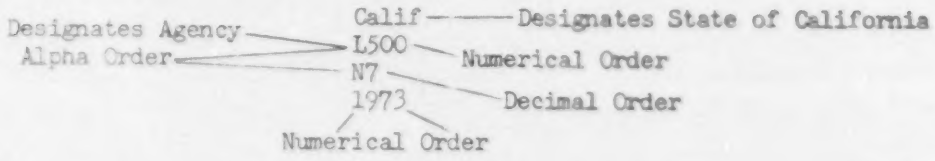
b. Information about California Government

There are several [illegible] reference books that provide information about the California government. These sources describe the functions of state agencies, and list personnel, phone numbers, and addresses, etc.

California Blue Book
California State Roster
California State Telephone Directory
Legislative Handbook

c. The Collection

California documents is a separate collection and is arranged by a unique numbering system. A typical call number is cited below:



d. Indexes to California Documents

1. Card Catalog to California Documents

This is a card catalog which is arranged by subject and title and provides access to all California government documents in the collection. Each card contains the call number of the document. An example of an entry is listed below:

	Forest and forestry-Economic aspects-California.
CALIF	
L500	Calif. Assembly Select Committee on North
N7	Coast Timber Economy.
1973	Transcript of hearing, Fort Bragg,
no. 1	August 11, 1973.
	199 p.
	1. Forests and forestry-Economic aspects-California. 2. Lumber trade-California.

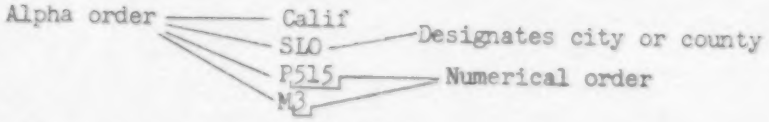
Municipal and County Documents

a. Introduction

The Library has a selective collection of California city and county documents. Again, these documents cover a wide range of subjects.

b. The Collection

Municipal and County documents is a separate collection and is arranged by a unique numbering system. A typical call number is cited below:



c. Indexes to Municipal and County Documents

1. Card Catalog

This is a card catalog which is arranged by author, title and subject which provides access to all California city and county documents held in the collection. Each card contains the call number of the document.

2. Index to Current Urban Documents, 1976-

This is a comprehensive index to city and county documents from all over the United States. Documents indexes include such items as codes, planning materials, annual reports, crop reports, issued by counties, etc. The Library contains microfiche copies of all California cities and counties indexed. SLO city and county documents are included.

56

United Nations

The Library contains a collection of U.N. documents. For more information ask a librarian in the Government Documents library.

Specialized Collections

a. Agriculture Experiment Station and Extension Service Publications

1. Introduction

The Government Documents and Maps Department receives the publications of all the agricultural experiment stations and extension services of the nation. These publications offer not only the plant and animal sciences, but deal with all economic, sociological, legal, and financial aspects of agriculture, including rural sociology and home economics.

2. The Collection

The agricultural experiment station and extension service publications are a separate collection arranged by a unique classification system in alphabetical order by states, series title within individual state, and series number. A typical call number is cited below:

CA--Designates State of California
AI--Designates Agricultural Experiment Station
B9--Series Title Number
#537--Specific Number

3. Indexes to Experiment Station and Extension Service Publications

a. Card Catalog

This is a card catalog which is arranged by subject and title and provides access to all agricultural experiment station and extension service publications in the collections.

Cards added to the catalog for the past three years have a call number typed in the top right corner of the card.

87

Call Number

CA
Al
B9
no.537

Wildlife conservation - California

Calif. Agricultural Experiment Station.
Conserving wildland resources through research; introductory report from the Wildland Research Center. Berkeley, 1973.

64 p. illus., col. maps. (Its Technical paper no. 537)

1. California. University. Wildland Research Center. 2. Wildlife conservation - California. 3. Outdoor recreation - Calif. I. Title.

Write down call number and go to the shelves to find the publication.

Cards added to the catalog earlier than three years ago lack a call number in the top right hand corner, however it is still possible to find the document in the collection.

No Call Number

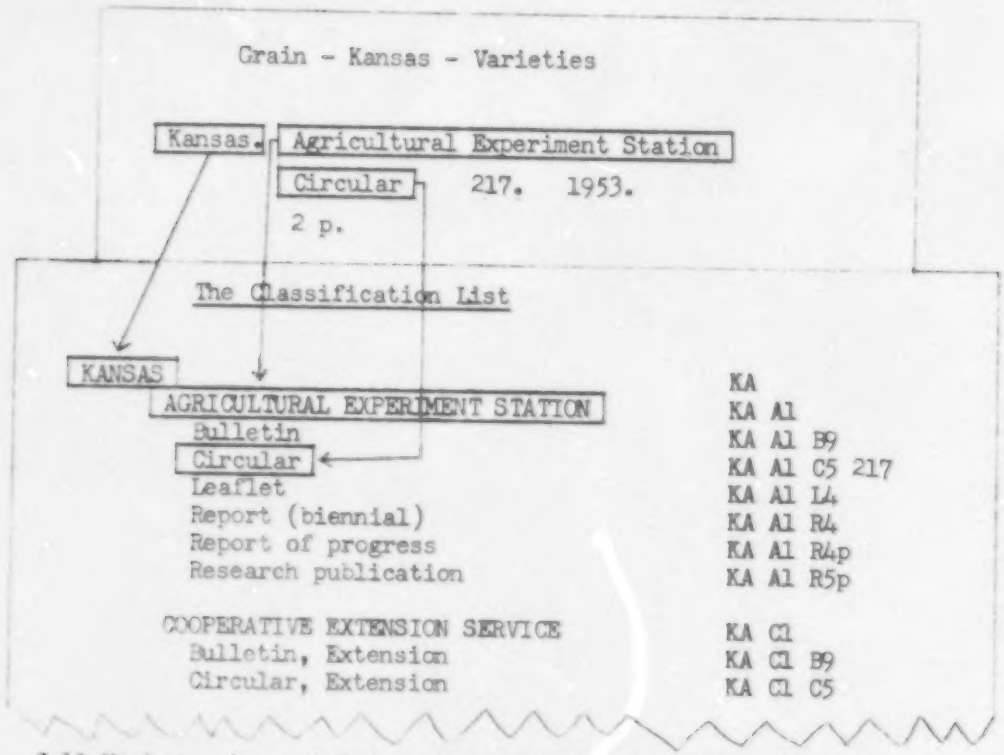
Grain - Kansas - Varieties

Kansas. Agricultural Experiment Station
Circular 217. 1953.
2 p.

If you find cards, such as the one above, without a call number write down the following information for the publication:

1. Name of the state and agricultural experiment station or extension service.
2. The series title, such as Bulletin, Circular, Research Report, etc.
3. The series number.

Check the Classification List of Agricultural Experiment Station and Extension Service Publications that is attached to the left-hand side of the card catalog cabinet to match the state, station or service, and series title. Add the series number found on the card to letters and numbers found on the Classification to make a call number. For example:



Call Number using catalog card and The Classification List:

KA
A1 — From Classification List using card.
C5
217 — From catalog card.

b. National Technical Information Service (NTIS)

1. Introduction

The National Technical Information Service (NTIS) publications include all newly released government furied research and development reports, other government analysis, and foreign translations. The subject of NTIS publications range from agriculture to space technology and deal with scientific research, business and social development.

2. The Collection

The NTIS collection is on microfiche and is arranged by a unique numbering system. A typical number is cited below:

PB 764 567

The microfiche collection subscribed to is called the Selected Research in Microfiche (SRIM) Reports. The following categories are held by the Library:

Agriculture and Food
Biological Oceanography
Building Technology
Business and Economics
Environmental Pollution and Control
Industrial and Mechanical Engineering
Library and Information Sciences
Soil Sciences
Urban Technology

3. Indexes to NTIS

Government Reports Announcements & Index, 1958-

Provides abstracts for all newly published NTIS publications. Indexes provide access by corporate author, subject index, personal author, accession/report number, contract/grant number.

c. Maps

1. General

The collection provides worldwide coverage with numerous themes although California is the primary emphasis. Maps are valuable reference tools in studying all subject areas.

2. The Collection

There are numerous types of maps held by the Government Documents & Maps Department. The types of maps are listed below:

Aeronautical and navigational charts
Census data maps
Flood prone area maps of California
Geologic maps
Historic city plans and views
Lunar maps
Quadrangle maps
Relief maps
Road maps
San Luis Obispo County special District maps
Soil maps
Street maps of cities in California
Topographical maps
Vegetation maps
and many more...

3. Indexes to Maps

Map Card Catalog: This is a card catalog which is arranged by subject and place names which provide access to all maps in the collection except topographical and quadrangle maps.

d. Diablo Canyon Nuclear Power Plant Documents

Nuclear Regulatory Commission documents about the Diablo Canyon Nuclear Power Plant are housed in the Government Documents and Maps Department. The Collection includes reports, hearings, memoranda, and legal documents concerning the Diablo Canyon plant. The reports are issued by the federal government, Pacific Gas and Electric Company and private citizens.

LEARNING RESOURCES & CURRICULUM DEPARTMENT

General Information

The Learning Resources & Curriculum Department (LR&C) is an integral part of the University Library. It seeks to provide a wide range of print and nonprint materials in the sciences, social sciences and humanities. The department is a mini-library, having its own cataloging, circulation, and reference services.

Collection Index (Card Catalog)

The Department has its own-divided catalog which lists all of the materials by subject, author-title, and source.

Materials in the LR&C Department are cataloged in the Dewey Decimal System, unlike the main collection which uses the Library of Congress Classification.

However, subject headings are Library of Congress Subject Headings and there are two volumes of LCSH books on stands near the department's subject catalog to help you locate the material.

Available Resources

The department contains the following collections of materials:

1. Audio-Visual Collection - consists of nonprint materials for both individual and group use. These include audio cassettes, autotutors, color slides, film loops, filmstrips, fine art prints, games, pictures, records, and videocassettes.

2. Children's Book Collection - contains the classic, current, and award-winning books in the field of children's literature arranged by grade level categories.

3. Curriculum Materials Collection - courses of study and other publications produced by school districts and the California State Board of Education for use by elementary and secondary teachers.

4. Standardized Test Collection - contains specimen sets of standardized tests (e.g. achievement, intelligence, personality) of particular interest to education and psychology students.

5. Textbook Collection - includes California State Series textbooks that have been adopted by the State for use in grades K-8 of the public schools; elementary texts which have not been adopted by the State; secondary textbooks, grades 9-12; college level laboratory manuals; and programmed textbooks for self-paced, individualized instruction at the elementary through college levels.

6. Vertical Files - contains pamphlets, pictures, posters, and other uncataloged materials arranged by subject in the metal filing cabinets at the rear of the room. A small file box on the top of the filing cabinets lists all the subject headings used. Of particular interest to students in Agriculture is the Agdex vertical file. Issued by the American Vocational Association, the Agdex contains articles, pamphlets, circulars, and bulletins in such areas as animal science, crop science, fruit science, and ornamental horticulture. A small booklet found in the front of the top filing drawer serves as a key to the Agdex and explains its organization.

Borrowing Privileges

Most materials may be borrowed for the standard two-week loan period, and are checked out from (and should be returned to) the LR&C Loan Desk. Items may be renewed if no holds are pending. No phone renewals are accepted.

Reserve items circulate for two hours within the Department, and may not be removed from the Library.

A validated I.D. card must be presented before borrowing any material, and fines are the same as in the main library system.

Special Services

Nonprint materials are placed on reserve in the LR&C Department at the request of instructors. These often include tape-recorded class lectures, color slide modules, videocassettes, and other audio-visual materials.

Reserve items are to be used in the room and students may preview the material in the LR&C Previewing-Listening Center in Rooms 208B and 208C.

The Department also maintains an audio cassette high-speed duplicator for copying by students who provide their own blank cassette tapes and abide by the current copyright laws. Staff members in the Department will be happy to assist students using the machine.

Desk calculators, owned by the School of Business, may be checked out for a two-hour loan period. These calculators must be used within the LR&C Department.

Special Services, continued

Audio visual equipment is not loaned. Users may use the equipment within the Previewing Center or check out equipment from the Audio Visual Services Department of the University located in the Business Administration and Education (BA&E) Building.

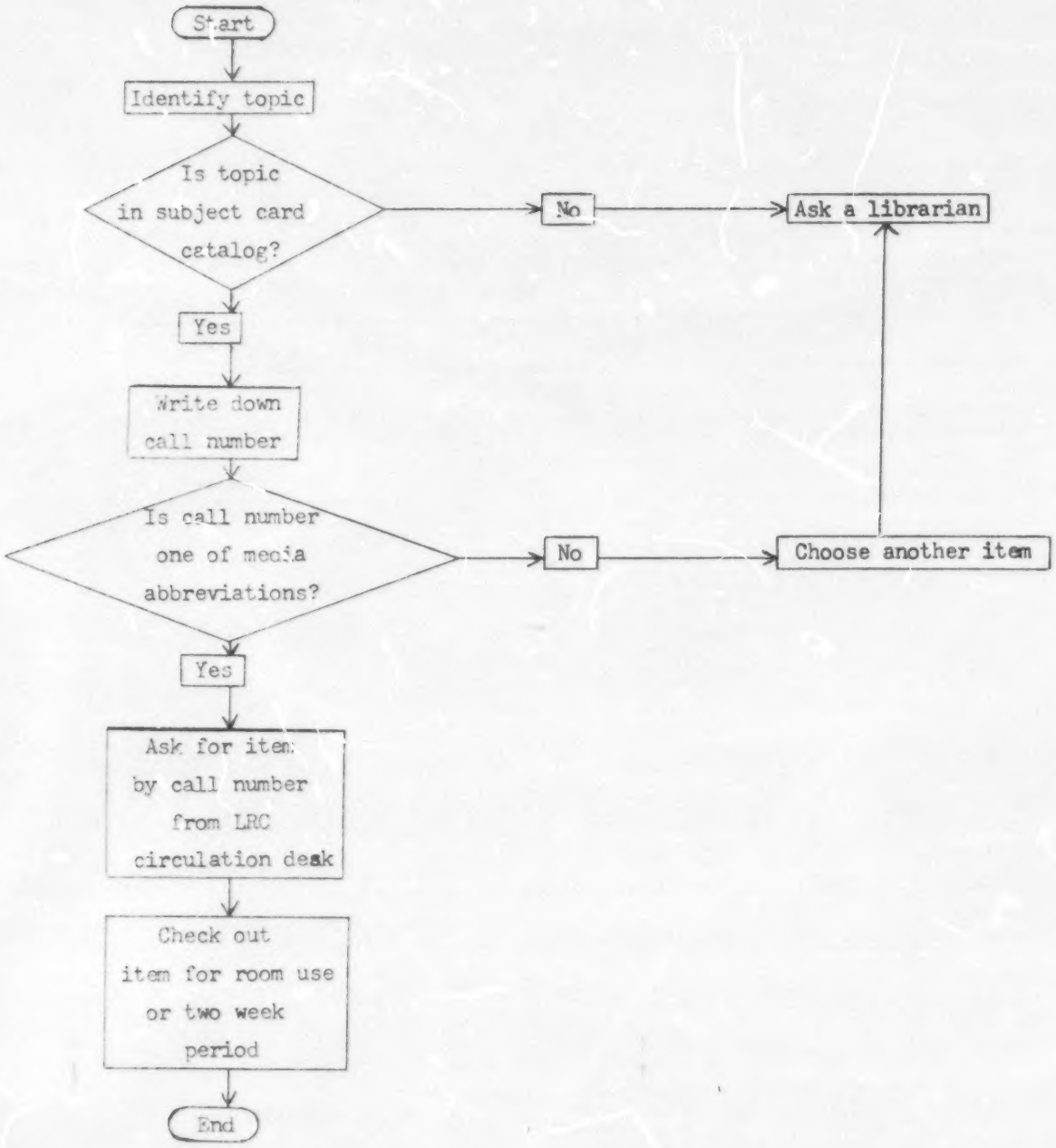
Instructional Materials Display Center (IMDC)

The LR&C Department now serves the San Luis Obispo County area as a depository for instructional materials (grades K-8) being considered for State adoption, and for those materials which have already been adopted by the State. The Center is open to all members of the community and maintains the same hours as those of the Library.

IMDC materials are available for in-library use only, and will be of particular interest to students preparing for careers in education.

LEARNING RESOURCES AND CURRICULUM DEPARTMENT

HOW TO FIND AUDIOVISUAL MATERIAL



University Archives

The University Archives comprise those records and other evidences, written or pictorial, regardless of their physical form or condition, which document the history and activities of the University, its administrators, faculty, staff, students, and alumni.

The University Archives contains the following types of materials:

A. Cal Poly Official publications and records

B. Student publications and records

1. Non-current, year-end reports of ASI student organizations
2. Student newspapers and yearbooks
3. Cal Poly Masters' Theses

a. Two bound copies of each Master Thesis produced as a result of a student's course work are deposited in the University Library.
b. The first copy is retained in the University Archives. The second, or circulating copy, is retained in the regular collection.

4. Senior Projects

a. Senior Projects are required by almost all the instructional departments as a requirement for graduation. Three copies of each Senior Project are distributed as follows: 1) to be deposited in the University Library, 2) to be retained by the department (optional), and 3) to be retained by the student.

C. Cal Poly authors (publications of official employees of the University)

1. Cal Poly faculty and staff theses and dissertations, although not published at Cal Poly are retained.
2. Published works, and selected unpublished manuscripts of Cal Poly personnel. These include selected articles published in journals.

University Archives, continued

D. Records of official University organizations.

E. Selected publications from the Chancellor's Office (CSUC) and the Board of Trustees of the CSUC.

F. Other

1. Subject bibliographies prepared by Cal Poly librarians.
2. Sound recordings, movie films and photographs which have historical significance.
3. Memorabilia, such as plaques, awards, resolutions, etc., obtained by University personnel and deposited in the University Archives.
4. Other items, such as clippings, newspaper articles from other than University sources which have historical significance.

Special Collections

Special Collections, exclusive of Archives, houses materials of value, scarcity or format which require special protection in a restricted area. The basic guidelines for placing materials in Special Collections are as follows:

1. Books of value because of early imprint date

   a. Most books printed before 1800
   b. American books printed before 1850
   c. Books printed in California before 1900

2. First and limited editions of importance

3. Association items and books autographed by important authors

4. Books exhibiting fine printing, binding or illustration

5. Art works of importance

6. Materials such as broadsides, pamphlets, type specimens and and other ephemera which require special handling and housing.

7. Collections of materials valuable as a group (e.g. McCarthy Horse Collection).

8. Historical materials relating to the Central Coast.

Basically, the materials collected by Special Collections are supportive of the basic curriculum at Cal Poly and correspond to its many diverse subject areas. Within the limits of its resources, Special Collections also collects materials of local interest relating to the Central Coast area.

Hours of Service

The hours for the Archives and Special Collections Department are not the same as for the entire library. Check the signs in the Library to determine the hours of service.

Reference Help

There are reference personnel available in these departments to assist. Be sure and ask for help.

RESEARCH STRATEGY

Before you begin to research a subject there is one important step which must not be overlooked—the development of a plan for action, a research strategy. A strategy gives direction and impetus to your search and commits you to a logical, well organized progression from one step to another. Although it may seem a waste of time to develop a strategy, you will soon learn its value in saving a great deal of time later on. In addition, a well constructed strategy is insurance against missing important, perhaps vital, materials on your topic. A mad dash through a library's card catalogs, stacks, indexes, etc., does not qualify as a research strategy and simply wastes time, leaves important stones unturned, and leads to frustration. Therefore, plan ahead!

The strategy in this section is a "model", all or part of which may be employed in researching a subject. Basically it comprises four parts, each of which subsumes several steps. These parts are: 1) selecting a topic, 2) finding background information, 3) conducting in-depth research, and 4) evaluating your results. You should realize, however, that different topics may require different approaches. For example, research on early American agrarian reform necessitates an historical approach using available guides and bibliographies; whereas researching the current California farm workers' movement suggests an altogether different one. Another example shows how the same topic requires a different strategy when it is researched at different times. If you happened to research the Watergate scandal just following its occurrence, you naturally would have turned to newspapers, news magazines, and the like for your information. However, were you to undertake that research today you would want to start with books which provide you with an overview and specific references to articles and other books. Your topic, therefore, dictates your strategy to a greater or lesser degree.

A MODEL RESEARCH STRATEGY

Selecting a Topic

1. Is the topic of sufficient interest to sustain your research over the required time?

2. Can you thoroughly research your topic in the time allotted for the completion of your paper or is your topic too broad?

3. It is likely that you will find sufficient material to write a paper, or is your topic too new, too specialized, or too limited in appeal to have received coverage in a broad variety of forms?

Finding Background Information

General Background

1. Read an article about your topic in a general or subject encyclopedia, biographical dictionary, or other appropriate reference work.

2. Note whether this article covers your entire topic in just a few short sentences or several thousand words. This may indicate that the topic is too narrow or too broad for a paper.

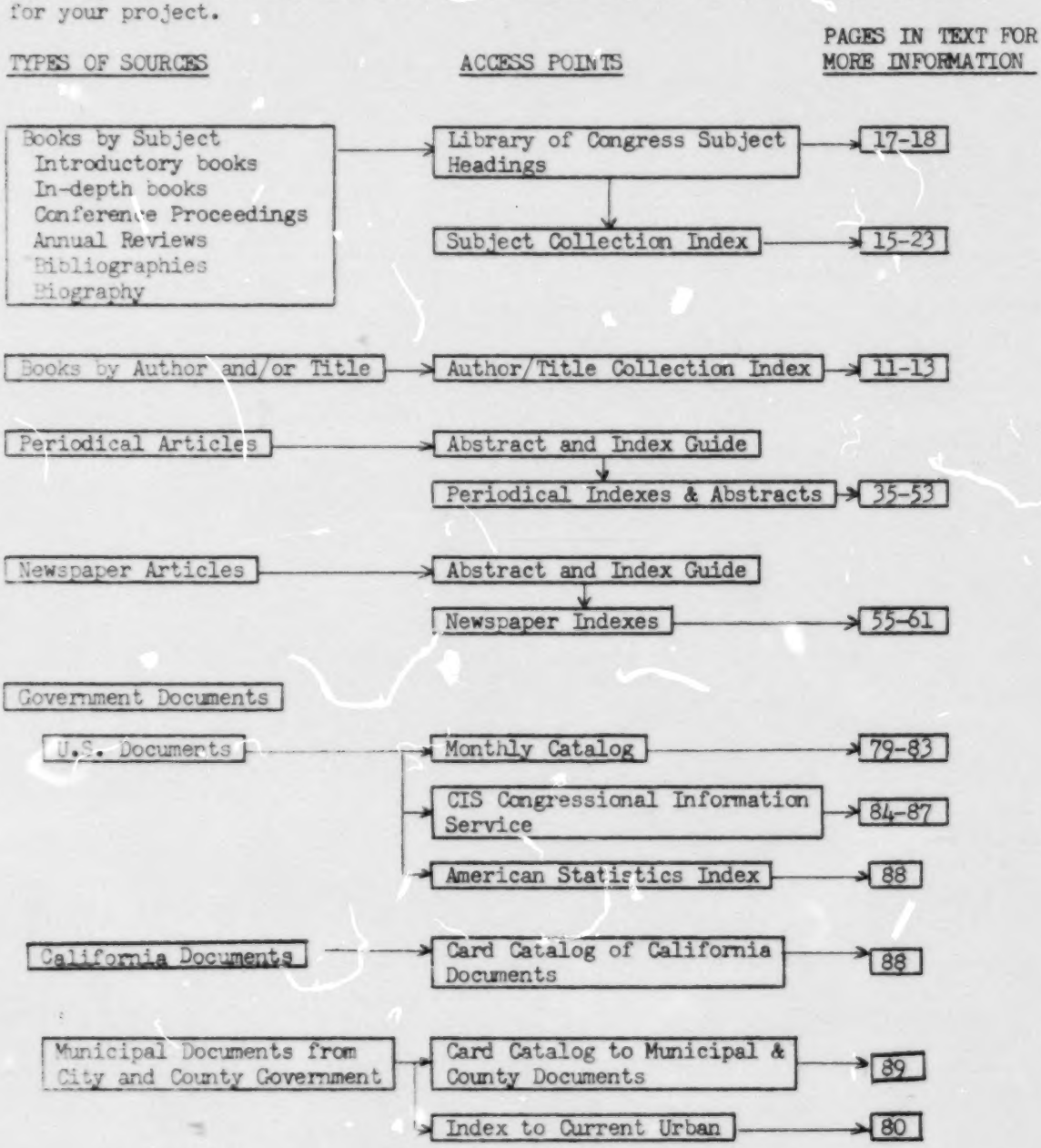
3. Note terms and concepts used throughout the article for possible future aid to searching.

4. Make bibliography cards (bib. cards) from the article's references.

RESEARCH STRATEGY

FINDING INFORMATION

Before actually starting to look for information beyond the background material use the following as a checklist when searching for sources for a paper. Identify those materials and sources that would be useful in finding information for your project.



RESEARCH STRATEGY

TYPES OF SOURCES	ACCESS POINTS	PAGES IN TEXT FOR MORE INFORMATION
Agricultural Experimental Stations and Extension Service Publications	Card Catalog to Agricultural Experimental Stations and Extension Service Publications	90-92
NTIS, National Technical Information Service	Government Reports Announcement Index	93
Maps	Card Catalog to Maps	94
Diablo Canyon Nuclear Power Plan Documents	Ask a Librarian	95

REFERENCE NEEDS

Within the course of a search a student may have specific questions that need to be answered. Use the chart below as a checklist to determine information needs that may be encountered within a search.

INFORMATION NEEDS	SOURCES	PAGES IN TEXT FOR MORE INFORMATION
An OVERVIEW or a short explanation	General Encyclopedia	65-66
	Subject Encyclopedia	65-66
EVENTS of the past year	Annual/Yearbook	66-67
BIOGRAPHICAL information	General Encyclopedia Subject Encyclopedia	65-66
	Biogrphical Directory	69
ADDRESSES of people or organizations	Directory (including Telephone Book	68
Information about ORGANIZATIONS	Directory	80
GEOGRAPHICAL Information	Atlas Gazetteers	67-68

RESEARCH STRATEGY

INFORMATION NEEDS	SOURCES	PAGES IN TEXT FOR MORE INFORMATION
STATISTICAL Information	Almanacs Statistical Abstracts Almanacs and Yearbooks	66-67
WORDS	Language Dictionaries	64-65
NONPRINT NEEDS		
Audio-Visual Collection Audio-cassettes Color Slides Filmstrips Pictures Phonorecords Videocassettes	Collection Index	97
EDUCATIONAL NEEDS		
Childrens Book Collection Picture books, K-12 Fiction and nonfiction	Collection Index	97
Curriculum Materials Collection Curriculum guides	Collection Index	97
Standardized Test Collection Aptitude, achievement, personality, and IQ tests, (specimen sets)	Test File	97
Textbook Collection K-12 texts and self-paced texts	Collection Index	98

CITING INFORMATION & USING STYLE MANUALS

Whenever gathering information for a project or report it is essential to include a list of the information used. Each part of the list is called a bibliographic citation and gives credit for the ideas and sources used in the body of the work.

How to Write a Citation

By using a style manual a student can learn how to accurately write complete and consistent citations. Some style manuals are published by professional associations such as the American Institute of Biological Sciences and the American Psychological Association, and one should avoid mixing formats from different manuals.

Two of the most widely used manuals are:

Campbell, William G. Form and Style: Theses, Reports, Term Papers. 5th ed. Boston: Houghton Mifflin, 1971. (Ref. LB 2369 C3 1978)

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 4th ed. Chicago: University of Chicago Press, 1973. (Ref. LB 2369 Ti 1973a)

Other style manuals are listed in the Subject Collection Index under the subject headings "Report Writing" or "Technical Writing."

Citation Elements

The elements and punctuation of a citation may vary in their order depending upon the type of material cited and style manual used. Most, however, will have a basic core of information including author(s), title, and date of publication.

Following is a sample list of bibliographic citations which follow the Turabian style:

Book (No author)
The Lottery. London: Watts, 1960.

Book (One author)
Brinkworth, Brian Joseph. Solar Energy for Man. New York: Wiley, 1973.

Book (Two authors)
Guttentag, Marcia and Bray, Helen. Undoing sex stereotypes. New York: McGraw-Hill, 1976.

Citation Elements, continued

Congressional Bill
U.S. Congress. House. Drug Abuse Control Amendments of 1965. 89th Cong., 1st Sess., Washington, D.C.: U.S. Government Printing Office, 1965.

Encyclopedia (Unsigned article)
"Phoenicia," The Encyclopedia Americana, XXI (1958), 786-788.

Encyclopedia (Signed article)
Haseloff, Arthur. "Illuminated Manuscripts." Encyclopedia Britannica, 14th ed., XII, 95-100.

Government Document (Agricultural Experiment Station)
Meith, Clem and Todd Browne. Nontillage and Stup Weed Control in Almond Orchards. Leaflet no. 2770. Berkeley: Cooperative Extension, University of California, 1975.

Government Document (Federal-Executive Branch)
U.S. Department of the Interior. National Park Service. Manual for Museums. Washington, D.C.: U.S. Government Printing Office, 1976.

Government Document (Federal-Legislative Branch)
U.S. Congress. House. Committee on Ways and Means. Narcotics, Marijuana, and Barbituates. Hearings before a subcommittee on the House Committee on Ways and Means on H.R. 3490, 82nd Cong., 1st Sess., 1951.

Government Document (State of California)
California Department of Parks and Recreation. California Historical Landmarks. Sacramento: Office of the State Printer, 1975.

Newspaper Article (No author)
"Amazing Amazon Region." New York Times, 12 January 1969, sec. 4, p. 11-12.

Newspaper Article (With byline)
Saikowski, Charlotte. "U.S. Keeps Quiet on Philippines." Christian Science Monitor, 29 September 1972, sec. 2, p. 10.

Nonprint Material
McNeal, Lyle G. Sheep Management Series (sound filmstrip). San Luis Obispo: California Polytechnic State University, Vocational Education Productions, 1975.

Pamphlet (Cited as a book)
Know Your Avocados. Los Angeles, CA: Calavo Growers of California, 1965.

Citation Elements, continued

Periodical Article (Signed)
Tuchman, Barbara W. "If Asia Were Clay in the Hands of the West." Atlantic 24 (September, 1970) 72.

Periodical Article (Unsigned)
"Giant Step Backward." The Nation 217 (16 July 1973), 37-38.

Government Publications

Government publications can sometimes be difficult to cite. Often, information on the title page of a document is different from that which is on the cover. It is easy to be confused about how much information to include. When in doubt, cite too much information (rather than too little), and follow the same basic order of elements as in other sources (author, title, place of publication, publisher, date).

The following pointers may also prove to be helpful:

1. For federal documents, cite the publisher as "Washington, D.C.: U.S. Government Printing Office" whenever the Government Printing Office is listed on the document.

2. For state documents, cite "Sacramento: Office of the State Printer" when you are citing the specific agency as the corporate author.

3. When the statement of responsibility on the work is not an individual, cite the parent organization first, and then its subdivision.

   Example: U.S. Department of the Interior. Office of Indian Affairs.

   Example: U.S. Department of Commerce. Bureau of the Census.

   Example: California Department of Education. Bureau of Agricultural Education.

4. Cite "U.S." at the beginning of a federal, congressional, departmental, or Presidential document.

   Example: U.S. Congress
   U.S. Department of State
   U.S. President

INFORMATION GUIDES

(Available from Display Racks in the Library Lobbies)

General Services and Departments

General Information
Floor Plans
L.C. Classification & Stack Directory
Reference Services
Collection Index
Periodicals
Indexes & Abstracts
Maps
Learning Resources & Curriculum
Government Documents & Maps
Automated Retrieval & Interlibrary Loan
Indexes and Abstracts to Government Documents
Loan Services
Special Collections and Archives
Technical Services

Specialized Collections

Agricultural Experiment Station Publications (illustrations)
Book Reviews
Dictionaries
Encyclopedias & Handbooks
ERIC
Human Relations Area File
Legal Materials
Microbook Library of American Civilization
Microforms
Newsbank
Newspapers & News Services
NTIS
Occupational Resources
Short Story Criticisms
Writing a Research Paper

Basic Reference Sources for:

Agriculture & Natural Resources Management
Afro-Americans
Architecture & Environmental Design
Art
Asian-Americans
Biological Abstracts
Biological Sciences
Business
Chemical Abstracts
Chemistry & Physics
Chicano
City & Regional Planning

Basic Reference Sources for:, continued

Computer Science
Construction & Architectural Engineering
Dramatic Arts
Economics
Education
Electrical Engineering & Electronics
General Engineering
Graphic Communications
History
Home Economics & Child Development
Journalism
Literature
Mathematics
Music
Native Americans
Ocean Technology & Ocean Engineering
Ornamental Horticulture
Philosophy
Physical Education
Political Science
Psychology
Science
Social Sciences
Speech Communication
Statistics
Women

GLOSSARY OF LIBRARY TERMS

ABSTRACT	1. A brief summary of an article, book, thesis, or the like. 2. A series that compiles such abstracts--usually abstracts of journal articles—and provides subject and author indexing: e.g., Biological Abstracts, Psychological Abstracts, Sociological Abstracts.
ADDED ENTRY	Any entry other than the main entry. Also called secondary entry. Includes entries for subject, title, co-author, series, etc.
ALMANAC	A work, usually an annual, containing miscellaneous statistical and other factual information.
ANNOTATION	A note describing, explaining, and evaluating an item in a bibliography.
ANNUAL	1. See YEARBOOK 2. A work which is published once a year.
APPENDIX	Supplementary information pertaining to, but not essential for the completeness of, a book. Usually found following the main body of the text.
ATLAS	A volume of maps with or without descriptive text.
AUDIO CASSETTE	30, 60, 90, or 120 minute tape recording which can be listened to by placing the cartridge into a cassette player or recorder.
AUTHOR CARD	A card bearing the author's name, surname first, on the top line, and filed in the card catalog under that surname. Also called the main entry.
AUTOTUTOR	Programmed instruction film cartridge which is used with specific piece of hardware. Topics include chemistry, genetics and spelling.
BIBLIOGRAPHIC CITATION	A reference in a bibliography to a book, periodical article, etc., which includes enough information to facilitate locating that same item again. Works called style manuals are used to illustrate the standardized ways of citing different forms of publication (such as books or periodical articles).
BIBLIOGRAPHY	An organized list of related books or other material on a given subject, or by a certain author.

GLOSSARY OF LIBRARY TERMS

BIOGRAPHICAL DICTIONARY — A dictionary or encyclopedia which provides biographical information about people (usually in a particular field or of a particular nationality).

BOOK CATALOG — A catalog in book form, created either by photocopying catalog cards or by computer print-out.

BOUND PERIODICAL — To preserve periodicals and make them easier to handle, a series of issues is put between two covers. The process is called binding and results in a bound periodical.

CALL NUMBER — Combinations of letters, numbers, or symbols assigned to material to designate its location in a library, and, usually, to ensure its location next to other material on a similar subject. For books, the call number consists of a class number (line 1 & 3 below) and an author number (line 2 & 4) in the upper left hand corner of the catalog card and on the spine of the book.

LC call number	ND195	= twentieth century painting
	W64	= author number
Dewey call number	759.06	= twentieth century painting
	B844	= author number

CARD CATALOG/ COLLECTION INDEX — A catalog in which entries on separate cards are arranged in order, listing library material by author, title, and subject.

CITATION — "Citing" is the process of noting the source of information being quoted, paraphrased, or listed in a bibliography, pathfinder, or the like. The notation that results is called a "citation" or "reference". The term "reference" is also used for the article or book to which the citation refers.

CLASSIFICATION — The system by which a collection of materials is organized for the purpose of retrieval. The two major classification schemes for books are the Library of Congress and the Dewey Decimal.

COLLATION — On the catalog card, a record of: pages, illustrations, and size of a book.

COLOR SLIDE — A single mounted transparency or image for use in a projector for viewing by transmitted light.

COPYRIGHT DATE — The year in which the author's application to the Library of Congress (or appropriate foreign government agency) for copyright on a book is granted. A copyright, like a patent, insures the author against intellectual theft of a book and the ideas in it. The copyright date is usually on the back side of the title page.

CORPORATE AUTHOR — A body, such as a government or governmental department, or a society (learned, social, etc.), or an institution, which authorized the publication of materials, and under the name of which, as the author, the materials will be entered in a catalog or bibliography.

CROSS REFERENCE — In a catalog or an index, a direction from one heading to another. See also SEE REFERENCE and SEE ALSO REFERENCE.

CURRICULUM GUIDE — State, county, or school district issued publication which includes (amongst other items) behavioral objectives and/or lesson plans for grades K-12.

DEPOSITORY — A library which receives government publications which are classified as "depository" items for permanent retention. A library which receives all the publications classified as depository items is termed a "complete" depository.

DEWEY DECIMAL CLASSIFICATION — The classification scheme devised by Melvil Dewey, which divides all knowledge into 10 main classes, and which uses a system of decimal numbers.

DICTIONARY — A reference work containing definitions and information about etymology and usage of words in a language. There are special dictionaries which provide definition of terms related to specific aspects of the language (e.g. slang, etymology). Subject dictionaries provide definitions of terms in specific subject fields. See also ENCYCLOPEDIA.

DIRECTORY — A reference work which lists the names and addresses of persons, organizations and/or institutions.

DIVIDED CATALOG — A catalog in which author, title and other added entries are interfiled in one section, the subject entries in another, thus creating separate author-title and subject catalogs.

EDITION — The total number of copies of a book printed from the same setting of type. A revised, or new, edition indicates that the text has been changed or new material added. The new edition will have a new date.

EDITOR

1. A person who prepares the work of an author or a group of authors for publication. The editor's work may range from simple preparation of the work for printing to substantial revision, rearrangement and elucidation of the work.
2. A person who is responsible for, and supervises, the publication of a periodical or newspaper.

ENCYCLOPEDIA	A reference work containing essay length articles on subjects in a given language (general encyclopedias) or on subjects in a specific field of knowledge (subject encyclopedias). See also DICTIONARY.
ENTRY	The record of a work (book, periodical, etc.) in a catalog or bibliography. Also used to refer to the heading under which a work is listed. See also MAIN ENTRY and ADDED ENTRY.
FILM LOOP	Single concept, 8 mm film cartridge which instructs and informs the viewer on a specific topic and is viewed using a film loop projector.
FILMSTRIP	Silent 35 mm series of connected images which is projected onto a screen for viewing.
FINE ART PRINT	Mounted reproduction of oil, watercolor, or mixed media painting by African, American, Asian, or European artist.
G.P.O.	See GOVERNMENT PRINTING OFFICE.
GAZETEER	A geographical dictionary which provides information about places, not definitions of geographic terms. Also refers to an index to an atlas which provides information about the latitude and longitude of places listed in the atlas.
GOVERNMENT PRINTING OFFICE	(G.P.O.). Publishing house and printer of U.S. government publications.
GOVERNMENT PUBLICATION	Any printed or processed paper, book, periodical, pamphlet, map, etc., originating in, or printed at the expense or by authority of, any office of a legally organized government; often called government document.
GUIDE TO THE LITERATURE	A bibliography of reference books, in general, or in a specific subject field. Guides to specific subject fields, often called guides to the literature, sometimes list important monographic and serial publications in that field. They often provide information about how to do research in the field.
HANDBOOK	Literally, a small book. A concise reference work providing miscellaneous information of a certain type or, more usually, in a certain subject field.
HARDWARE	Equipment for viewing audiovisual material. Examples are filmstrip or slide projectors and audio or video cassette players.

HIGH-SPEED CASSETTE DUPLICATOR	Machine capable of making up to two copies of any 30/60/90 minute cassette tape.
HOLDINGS	The books, pamphlets, periodicals, microrecords and other materials held by a library. Also used to denote the specific volumes and issues of serials held by the library.
HOLDINGS LIST	Computer-generated list of periodicals alphabetically arranged reflecting the subscriptions held by the Cal Poly Library.
I.L.L.	See INTERLIBRARY LOAN.
IMPRINT	On a catalog card, a record of: place of publication, publisher, and date of publication of a book.
INDEX	1. An alphabetical list of the subjects, names, etc. included in a book or set of books, with page numbers to indicate the location of each subject, name, etc. 2. A serial bibliography that gives references to journal articles (and sometimes to symposia, books, pamphlets, etc.) by subject and sometimes by author: e.g., Reader's Guide to Periodical Literature, Art Index, Index Medicus. See also ABSTRACT.
INTERLIBRARY LOAN	(I.L.L.). A library service which arranges for the loan of books and other works only available at other libraries. The service is often free and open to all authorized borrowers if the loan is between two libraries in the same system.
ISSUING AGENCY	The department, office, division, bureau or other specific governmental body responsible for the publication of a government document.
JOURNAL	Scholarly periodicals are usually referred to as journals. Often a newspaper will have the word journal in its name, reflecting the original meaning of the word (journée, French for day).
L.C.S.H.	See LIBRARY OF CONGRESS LIST OF SUBJECT HEADINGS.
LIBRARY OF CONGRESS	The U.S. national library and the library of the American Congress.
LIBRARY OF CONGRESS CLASSIFICATION SYSTEM	A system to organize knowledge developed for use by the Library of Congress in Washington, D.C., and adapted by most university and other large libraries. Since it uses both letters and numbers it is broader and more flexible than the Dewey Decimal system.

LIBRARY OF CONGRESS LIST OF SUBJECT HEADINGS	(LCSH). A work which provides an authoritative guide to the subject headings used by the Library of Congress. Most academic libraries use this list when assigning subject headings to the books in their collection. This guide provides cross references and lists of subdivisions that may be attached to subject headings to make them more specific (e.g. Quebec--Separatist movement).
LINEDEX	A special catalog or rotary file, made up of revolving metal leaves, which records the library's holdings of periodicals and newspapers.
LITERATURE SEARCH	A systematic and exhaustive search for published material on a subject, the end result of which is the compilation of a bibliography.
MAGAZINE	A periodical for general reading, containing articles on various subjects by different authors, which may include popular fiction and poetry. See also PERIODICALS, JOURNALS.
MAIN ENTRY	The heading, usually the author, under which information necessary for identification and location of a book is most complete.
MAIN ENTRY CARD	The card, usually the author card, bearing the main entry on the first line, and giving the information necessary for the complete identification of a work. It also bears the tracing of all other headings under which the work is entered. This card is filed under the main entry.
MICROFORM	Reduced photographic reproductions of printed materials, produced in several formats and requiring special equipment for reading. Microfilm is photographic film wound on reels; microfiche is printed on small sheets of film, microcards on opaque cards.
N.U.C.	See NATIONAL UNION CATALOG.
NATIONAL BIBLIOGRAPHY	A listing of works published within a particular country. Usually, limited in time, form, or subject area covered.
NATIONAL UNION CATALOG	(N.U.C.). A book catalog published serially which lists by main entry books held by the Library of Congress and other major U.S. libraries and indicates which libraries hold each book.
NONPRINT	Material which is not in book (print) format, such as filmstrips, pictures, records, and slides.

PAMPHLET	A publication which usually deals with a single subject and consists of a few pages stapled together in paper covers.
PERIODICAL	A publication with a distinctive title intended to appear in successive numbers or parts at stated or regular intervals and, as a rule, for an indefinite period of time. Periodicals usually come unbound (in a paper cover) and are later bound into sets or microfilmed. Includes magazines, journals and newspapers.
PERIODICAL INDEX	An index by subject, and sometimes author, to articles in periodicals. See also ABSTRACT.
PHONO RECORD	33 1/3 or 45 rpm disc which reproduces sound.
PREVIEWING ROOM	Room containing all necessary equipment (hardware) to use for listening or viewing of audio visual material (software).
PROGRAMMED TEXTBOOK	Book organized into a self-paced, individualized instruction format for self learning.
READY REFERENCE	Reference books which provide quick answers to questions primarily of a factual nature. Such works are often kept in a separate reference section.
REFERENCE	1. See CITATION. 2. A source for factual information in concise form. Dictionaries, encyclopedias, and handbooks are typical reference books. 3. In libraries, "reference" often denotes books that cannot be charged out or that circulate only for a limited time.
RESERVE MATERIALS	Material which is allowed to circulate for a limited period of time because it is on the reading list for a particular class or because it is in very high demand. Reserve books are usually kept together in the Limited Loan/Reserve Section of the Library.
SUDOC	See SUPERINTENDENT OF DOCUMENTS.
SEE ALSO REFERENCE	A direction from a term or name under which entries <u>are</u> listed to another term(s) or name(s) under which <u>additional</u> or <u>allied</u> information may be found.
SEE REFERENCE	A direction from a term or name under which <u>no</u> entries are listed to a term or name under which entries <u>are</u> listed.

SERIAL	A publication issued in successive parts, usually at regular intervals, and intended to be continued indefinitely. Includes periodicals, annual reports, yearbooks, proceedings.
SERIES	A number of separate works, usually related to one another, issued in succession, normally by the same publisher, with a uniform style and a collective title.
SHELF LIST	A record of the books in a library arranged in the order in which they stand on the shelves.
SOFTWARE	Audiovisual material such as filmstrips, slides, and tapes.
SOUND FILMSTRIP	35 mm filmstrip with either manual or automatic advancement which is synchronized with record or tape.
STUDY KIT	Mixed media instructional material such as kit containing pictures, transparencies, filmstrip and/or cassettes.
STUDY PRINT	Picture accompanied by explanatory text.
STACKS	A series of bookcases in a library. "Open stacks" means anyone can browse through the collection. "Closed stacks" means entry is restricted.
STYLE MANUAL	A manual, or book, which gives directions for typing, quoting, footnoting, and writing bibliographies, etc.
SUBDIVISION	A subheading used to qualify a subject heading as to place (e.g., Mushrooms—California), time (e.g., Russian literature—19th Century), form (e.g., Dreams—Bibliography) or precise topic (e.g., Quebec—Separatist movement).
SUBJECT CARD	A card bearing a subject heading on the first line, and filed in the card catalog under that heading.
SUBJECT HEADING	A word or group of words indicating a subject under which all material dealing with the same topic is entered in a catalog or bibliography.
SUPERINDENDENT OF DOCUMENTS (SUDOC) CLASSIFICATION SYSTEM	A classification system used by the Superintendent of Documents of the Government Printing Office. The system organizes U.S. government publications according to their issuing agency.
TITLE CARD	A card bearing the title of a work on the first line, and filed in the card catalog under that title.
TRACINGS	The record on the main entry card of all additional headings (added entries) under which the work is represented in the card catalog. Tracings appear toward the bottom of the card, or are listed on the back of the main entry card.

UNBOUND — Loose issue of a periodical.

UNIT CARD — A main entry catalog card which, when duplicated, can be used to make added entry cards for the work.

VERTICAL FILE — A collection of pamphlets, clippings and similar material arranged for ready reference according to subject content.

VIDEOCASSETTE — Cassette recording which synchronizes sound and vision in cartridge to be used with playback unit and television monitor.

VOLUME

1. Physically a volume is a gathering of pages bound together in the form of a book.
2. Numerically a volume is a full set of issues (numbers) which comprises a serial volume bound together. Two or three numerical volumes, if small, could be bound into one physical volume. Bibliographic citations use the term in the numerical sense.

YEARBOOK — A general or subject reference work, also called an annual, containing current information in concise descriptive and/or statistical form which is published once a year. Some yearbooks review the events of the year.

GLOSSARY OF SYMBOLS AND ABBREVIATIONS COMMON IN LIBRARY USAGE

. . . (ellipsis)	three periods (. . .) used to indicate something omitted from a quotation. If the omission follows a complete sentence, there are four periods: the first ending the sentence, followed by three to indicate the omission.
abr.	abridged
an.	annual; annually
anon.	anonymous
arr.	arranged; arranger
art.	article
assn.	association
b.	born
bibl.	bibliography
bibl. f.	bibliographical footnote
bi-m.	bi-monthly
biog.	biography
bi-w.	bi-weekly
bk.	book
c.	copyright (used with date of publication)
ca.	about; approximately (from Latin: circa)
cf.	compare (from Latin: confer); used to mean "see"
ch.	chapter (used in legal references only)
chap.	chapter (of a book)
col.	colored (used to describe illustrations); column (e.g., of a newspaper)
comp.	compiler; compiled by
cond.	condensed
cont.	continued

GLOSSARY OF SYMBOLS AND ABBREVIATIONS COMMON IN LIBRARY USAGE

cm.	centimeter (used to record height of book)
d.	died
diagrs.	diagrams
dict.	dictionary
direct.	directory
diss.	dissertation
e.g.	for example (from Latin: exempli gratia)
ed.	editor; edition; edited by
encycl.	encyclopedia
enl.	enlarged (i.e., material has been added to a previous edition)
et al.	and others (from Latin: et alii); used mostly in bibliographic references to articles or books by three or more authors; for example: Smith, Henry, et al.
et seq.	and the following (from Latin: et sequens)
etc.	and others, and so forth (from Latin: et cetera). "Etc." should be used sparingly, and should not be used with e.g.: specifying that the instance given is an example implies the existence of a like class, so "etc." in that case is redundant.
facsim.	facsimile
fig.	figure
fold.	folded material such as charts and maps
front.	frontpiece
G.P.O.	Government Printing Office. The U.S. government agency responsible for the centralized control and distribution of U.S. government publications.
hist.	history
i.e.	that is (from Latin: id est)
ibid.	the same (from Latin: ibidem); used mostly in footnotes, to denote that the author and title are exactly the same as the immediately preceding footnote.

id	the same (from Latin: idem); used to refer to persons
il; ill; illus.	illustrations; illustrator; illustrated
incl.	including
infra	below (from Latin)
intro.	introduction; introductory
ISBN	International Standard Book Number. A nine number sequence (plus check digit) assigned to books to facilitate the international identification. The system was originally developed in Great Britain where the sequences of numbers were called Standard Book Numbers (SBNs)
ISSN	International Standard Serial Number. A sequence of numbers assigned to serials to facilitate international identification.
jt. auth.	joint author
l	leaf; leaves
l.	line (plural, ll.)
LC	Library of Congress. The library of the U.S. Congress and the U.S. national library.
loc. cit.	in the place cited (from Latin: loco citato)
m., mo.	monthly
MS	manuscript
n.	note; footnote
N.B.	take note (from Latin: nota bene)
n.d.	no date of publication
n.p.	no place
n.s.	new series
no.	number
o.p.	in the work cited (from Latin: opere citato)
o.s.	old series
p.	page; pages
par.	paragraph
passim.	here and there (from Latin)

pl.	plate
port.	portrait
pseud.	pseudonym
pub.	published; publisher; publishing
q.	quarterly
q.v.	which see (from Latin: quod vide); used to indicate that more information can be obtained by looking under the term or phrase preceding the abbreviation, q.v.
rev.	revised
s.l.	without place of publication (from Latin: sine loco)
s.n.	without name of publisher (from Latin: sine nomine)
SBN	see ISBN
sc.	scene
SD	Superintendent of Documents. The title of the head of the U.S. Government Printing Office (G.P.O.)
sec., sect.	section
semi-an.	semi-annual(ly)
semi-m.	semi-monthly
semi-w.	semi-weekly
ser.	series
sic	so, thus (from Latin)
soc.	society
supra	above, earlier in this writing (from Latin)
supp.	supplement
s.v.	under the word (from Latin: sub verbo); used in a bibliographic reference to a dictionary or encyclopedia entry. If the dictionary or encyclopedia is arranged alphabetically, no page number for the entry is given, but instead the reference is given as, for example:...s.v. "Tarantulas."
tr.	translated; translator
v.	verse

v.; vol.	volume, volumes
viz.	namely (from Latin: videlicet)
vs.	against
w.	weekly